

SPRING
2012

CONTINUING EDUCATION

In-demand skills
for today's job market

FREE information sessions
- see page 3

www.gotobcc.com



Become Exceptional





5 Easy Ways to Register

Registration for Continuing Education classes takes place at any time after the schedule is available.

Your Social Security number is confidential and, under federal law, it is protected and will not be disclosed to unauthorized parties. Disclosure may be authorized for the purposes of state and federal financial aid, American Opportunity Tax Credit & Lifetime Learning tax credits, academic transcripts, or accountability research.

1 Online Registration at www.gotobcc.com

Click on 'Classes' on the top menu. Choose your desired classes, and follow our easy-to-use wizard to enter all the required information. If the class is full, you will be notified by e-mail of your waitlist position.

Please add Bellevue College to your "safe sender" list to ensure prompt e-mail delivery from the college.



2 Phone-In Registration

Call Continuing Education Registration Services at (425) 564-2263. Please have your student I.D. number, Visa or MasterCard number and expiration date; and course item number ready. During peak registration times, Web and FAX registrations are quick and safe alternatives.

3 In Person registration

North Campus

14673 NE 29th Place, Bellevue, WA 98007

Bellevue College registration services closed 3/1, 5/28, 7/4

4 Fax-In Registration

Complete all the information on the form on page 42 including your Visa or MasterCard number and expiration date. Fax it to (425) 564-3113. Faxes are received in a secure site within Customer Service.

5 Mail-In Registration

Complete all the information on the form on page 42 and mail it to the address on the form. Include your check or money order payable to Bellevue College, or your Visa or MasterCard number and expiration date. Mail-in registrations are typically processed within one hour of daily mail delivery.

Register Early and Save!

Sign up before **March 26** and save the \$10.00 registration fee!

Contents

COMPUTERS & TECHNOLOGY PROGRAMS 4

BUSINESS & PROFESSIONAL PROGRAMS 16

COMMUNITY & ARTS PROGRAMS

Arts & Design..... 24

Personal Enrichment..... 31

Telos (for retirees)..... 34

World Languages Institute & Travel..... 36

Translation & Interpretation..... 41

REGISTRATION & INFORMATION

Registration Form..... 42

Resources and Information..... 42

INDEX OF CLASSES 43

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Every effort is made to ensure that information and fees are accurate; however, changes, corrections, or cancellations of courses or fees may occur. Continuing Education reserves the right to cancel any class.

For the most current information, check www.gotobcc.com

Learn today's most marketable skills.

Employment in all of these professions will grow 10% or more by 2018, according to the U.S. Bureau of Labor Statistics.



Attend a FREE information session:

- Learn about the program
- Ask questions
- Find out how to get started

C# PROGRAMMING pg 12

C# Programming
C# Web Development
C# Application Development

Friday, April 6 6:00-8:00pm
Friday, May 18 6:00-8:00pm
Saturday, June 9 2:30-4:30pm

DATABASE pg 10

Database Developer
Database Administrator
Database Business Intelligence Analyst

Wednesday, April 4 6:00-8:00pm
Friday, May 4 6:00-8:00pm

SOFTWARE TESTING & QUALITY ASSURANCE pg 14

Software Test Engineer (STE)

Monday, March 26 6:00-8:00pm
Friday, April 20 6:00-8:00pm
Tuesday, May 22 6:00-8:00pm

WEB DEVELOPMENT pg 9

Wednesday, April 4 6:00-8:00pm
Monday, May 14 6:00-8:00pm

TECHNICAL WRITING pg 22

Tuesday, April 17 6:00-8:00pm
Thursday, May 10 6:00-8:00pm
Monday, June 4 6:00-8:00pm

PROJECT MANAGEMENT pg 20

Monday, April 2 6:00-8:00pm
Saturday, April 28 10:00am-noon
Wednesday, May 30 6:00-8:00pm

TRANSLATION & INTERPRETATION pg 41

Tuesday, March 6 6:00-8:00pm
Tuesday, April 17 6:00-8:00pm
Tuesday, June 5 6:00-8:00pm

HUMAN RESOURCES MANAGEMENT pg 18

Thursday, April 5 6:00-8:00pm
Friday, May 18 6:00-8:00pm
Tuesday, June 5 6:00-8:00pm

GRAPHIC DESIGN pg 24

Wednesday, March 14 6:00-7:00pm
Tuesday, June 12 6:00-7:00pm

WEB DESIGN pg 7

Friday, April 6 6:00-8:00pm
Tuesday, May 1 6:00-8:00pm
Monday, June 11 6:00-8:00pm

CONTINUING
EDUCATION

Register by calling (425) 564-2263
or go online at www.gotobcc.com
(enter INFORMATION in the search box)

Computers & Technology

Accounting	6
Computer Basics	4
Databases	10
Graphics & Publishing	6
Hardware & Networking	14
IT Security	14
Office Applications	4
Programming	12
Project Management	6
Software Testing & Quality Assurance	15
Web Design	7
Web Development	9

Prerequisites

Many computer classes list "prerequisites," which are considered to be basic skills and expected knowledge prior to taking the class. Instructors will assume a readiness for the class materials and will not use class time to discuss prerequisite material. If you are unsure about your level of proficiency or have questions about prerequisites, please call Annie DeLeon at (425) 564-4005 or read our full course descriptions online.

Computer Textbooks

When you arrive in your computer class, your textbook will be given to you unless otherwise noted. We provide texts for all classes with the exception of some Level 2 classes and the required classes for the Software Test Engineer program. The books for those classes are available in our **North Campus** bookstore and are listed on the program FAQs online.

REGISTER BEFORE
Mar. 26
SAVE
THE \$10 REGISTRATION FEE!

Computer Basics

Getting Started with Computers

Learn computer basics for personal or business use. Topics: Introduction to Windows and the Internet, learning basic skills in hardware and using software for word processing/spreadsheets. We'll also cover internet security and identity theft protection. Prerequisite: No previous contact with computers needed but recommend computer access for out-of-class practice. Fee: \$429

Item G8363	C. Von Papp	NORTH, V2137
5 Saturdays	Apr 21 - May 19	1:00 - 4:00pm

Windows 7 Introduction

Understand the Windows desktop and file and folder management. Topics: the Windows layout, directory structure of disks, copying/moving/managing files, using applications, transferring data, using Windows accessories, finding/deleting/purging files/folders, viewing/printing files, creating/managing folders, customizing the desktop and adding shortcuts. Prerequisite: Familiarity with PC keyboard and mouse. Fee: \$229

Item G8318	C. Von Papp	NORTH, V2102
3 sessions TTh	Apr 10 - Apr 17	6:00 - 8:40pm

Item G8345	C. Hanks	NORTH, V2102
3 sessions TTh	May 3 - May 10	9:00 - 11:40am

Quick Keyboarding

Quickly learn how to touch type (typing without looking at the keyboard) using the Keytime Method, based on a scientifically proven learning theory. Topics: learning where the keys are, and gaining speed/accuracy. Fee: \$175

Item G8310	V. Williams	NORTH, V2134
2 Saturdays	Apr 7 - Apr 14	10:00am - noon

Office Applications

Access 2010: Level 1

One of the most efficient and powerful ways of managing data is by using relational databases such as Access 2010. Topics: database management, adding/deleting records, sorting/updating records, running reports, creating/modifying tables, examining table relationships, querying the database, creating/designing forms, and creating/modifying reports. Prerequisite: Familiarity with Windows. Fee: \$239

Item G8316	C. Hanks	NORTH, V2102
3 sessions TTh	Apr 10 - Apr 17	9:00 - 11:40am

Item G8374	C. Hanks	NORTH, V2102
1 Wednesday	May 30	8:00am - 5:00pm

Access 2010: Level 2

Build on your Access skills. Topics: maintaining data consistency, customizing database components, improving queries/forms/reports, and sharing Access data with other applications. Prerequisite: Access 2010 - Level 1 or equivalent. Fee: \$209

Item G8355	C. Hanks	NORTH, V2102
2 sessions TTh	May 15 - May 17	8:30am - noon

Make the most of your learning experience.

We recommend that you bring a USB flash drive (minimum 2 GB) to computer classes so you can save your files for review outside of class.

Access 2010: Level 3

Learn more specialized and advanced capabilities of Access 2010. Topics: structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, simplifying tasks with macros, and maintaining a database. Prerequisite: Access Levels 1 and 2 or equivalent. Fee: \$209

Item G8367	C. Hanks	NORTH, V2102
2 sessions TTh	May 22 - May 24	8:30am - noon

Access 2010: Level 4

In previous levels, you were introduced to the various features of Access that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. Prerequisite: Access 2010 - Level 3 or equivalent. Fee: \$209

Item G8388	C. Hanks	NORTH, V2102
1 Wednesday	June 6	8:30am - 4:30pm

Excel 2010: Level 1

Use Excel 2010 as a tool to create and format spreadsheets to better analyze and track your data. Topics: enter and edit text, values, formulas, and pictures, and save workbooks in various formats. Move and copy data, study absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, create and modify charts, and learn how to manage large workbooks. Prerequisite: Windows Introduction or equivalent. Fee: \$209

Item G8312	C. Hanks	NORTH, V2100
1 Saturday	Apr 14	8:30am - 4:30pm

Item G8328	S. Saunders	NORTH, V2106
2 sessions TTh	Apr 24 - Apr 26	8:30am - noon

Item G8353	S. Saunders	NORTH, V2140
3 sessions TTh	May 8 - May 15	6:00 - 8:20pm

Item G8397	C. Hanks	NORTH, V2104
1 Wednesday	Jun 13	8:30am - 4:30pm

Excel 2010: Level 2

Using Excel 2010, increase productivity, streamline repetitive tasks, and enhance the visual effectiveness of spreadsheets. Topics: multiple worksheets, advanced formatting, outlines and subtotals, create and apply cell names, save workbooks as Web pages, hyperlinks, and sharing workbooks by email. Also covers charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, templates, PivotTables and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Fee: \$209

Item G8339	C. Hanks	NORTH, V2134
1 Saturday	May 5	8:30am - 4:30pm

Item G8379	S. Saunders	NORTH, V2106
3 sessions TTh	May 24 - May 31	5:30 - 7:50pm

Excel 2010: Level 3

This class covers the advanced features of Excel 2010. Topics: advanced formulas, lookup functions such as VLOOKUP, MATCH, and INDEX. Also: data validation and database functions such as DSUM, import and export data, query external databases, analytical features (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics. Prerequisite: Excel Level 1 and 2 or equivalent. Fee: \$209

Item GB351 C. Hanks NORTH, V2139
1 Saturday May 12 8:30am - 2:30pm

Excel 2010: Introduction to VBA

In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In Excel 2010: Introduction to VBA, you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in Excel Level 1 and Level 2. Prerequisite: Excel 2010 - Level 2. Fee: \$475

Item GB399 C. Hanks NORTH, V2102
4 sessions TTh June 5 - June 14 8:30am - 2:10pm

Data Analysis and Business Modeling with Excel 2010

For supervisors, managers, or employees who need to analyze, summarize, and present data, learn to use Microsoft Excel for data analysis, modeling, and decision making using real-world business scenarios. Topics: evaluating investments and financial decisions, ensuring accurate data entry, summarizing data using histograms/PivotTables, and estimating business variables using trend curves. Prerequisite: Excel - Level 3 or equivalent. Fee: \$449

Item GB346 C. Hanks NORTH, V2102
4 sessions TTh May 1 - May 10 1:00 - 4:30pm

Outlook 2010: Level 1

Learn to coordinate mail, appointments, meetings, contacts, and tasks using Outlook 2010 (also appropriate for Outlook 2007). Topics: creating/sending/replying to messages, addressing/forwarding messages, printing messages, attaching files, scheduling appointments/meetings, managing tasks, using notes, and managing contacts. Prerequisite: Windows experience. Fee: \$189

Item GB329 S. Saunders NORTH, V2106
2 sessions TTh Apr 24 - Apr 26 1:00 - 4:30pm

Outlook 2010: Level 2

Increase your productivity by customizing your Outlook environment, calendar and messages. Topics: using the journal, setting calendar options, including display and free/busy options, setting message options, out-of-office tools, folder permissions and access, advanced task management and updates, finding/sorting/filtering messages, public folders, and customizing the menu and toolbar. Prerequisite: Outlook - Level 1 or equivalent. Fee: \$189

Item GB356 S. Saunders NORTH, V2134
2 sessions TTh May 15 - May 17 1:00 - 4:30pm

Human Resources Management Certificate Program

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

Real World skills for today's workplace.

See page 18.

Full course and schedule information at
www.gotobcc.com/ce/hr

CONTINUING EDUCATION

BELLEVUE COLLEGE

PowerPoint 2010: Level 1

Create more effective and engaging presentations. Topics: layout, text additions, fonts and type sizes, color, slide backgrounds, design templates, wizards, adding photos/charts/graphics, creating/inserting/editing charts and tables, copying/resizing/grouping/ungrouping objects, and adding clip art/pictures. Prerequisite: Windows Introduction or equivalent. Fee: \$189

Item GB347 S. Saunders NORTH, V2106
2 sessions TTh May 8 - May 10 1:00 - 4:30pm

PowerPoint 2010: Level 2

Gain more advanced skills with PowerPoint 2010 for your presentations. Topics: custom templates, colors, master slides, applying custom bullets/footers, org charts/diagrams/flowcharts, special effects including animation, collaboration tools, custom slide shows, and building an interactive presentation with hyperlinks and action buttons. Prerequisite: PowerPoint - Level 1 or equivalent. Fee: \$189

Item GB378 S. Saunders NORTH, V2134
2 sessions TTh May 29 - May 31 12:30 - 4:00pm

SharePoint Foundations 2010: Level 1

Windows SharePoint combines familiar office tools, adds the latest technology, and extends the functionality of applications and the Web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site. Prerequisite: familiarity with MS Office software. Fee: \$429

Item GB317 C. Hanks NORTH, V2102
3 sessions TTh Apr 10 - Apr 17 12:30 - 4:40pm

SharePoint Foundations 2010: Level 2

In your previous experience, you have used the features of a SharePoint team site and have performed some basic administration of team sites as a site owner. Now perform more advanced administration

of sites you own, or administer multiple sites and the environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint administrator. Manage document libraries, work flow, security, site usage and maintenance. Prerequisite: SharePoint Foundations: Level 1. Fee: \$429

Item GB368 C. Hanks NORTH, V2102
4 sessions TTh May 15 - May 24 1:00 - 4:30pm

Word 2010: Level 1

Produce quality standard business documents. Topics: creating/editing a new document, entering text, opening/saving a document, printing, formatting text/paragraphs, selecting/inserting/moving/copying/pasting text, controlling page appearance, proofing/spell-check/thesaurus, creating/editing tables, and inserting graphics. Prerequisite: Windows Introduction or equivalent. Fee: \$189

Item GB319 S. Saunders NORTH, V2106
2 sessions TTh Apr 17 - Apr 19 9:00am - 1:00pm

Word 2010: Level 2

Create complex documents in Word 2010. Topics: managing lists, customizing tables/charts, customizing formatting, modifying pictures, creating customized graphic elements, inserting content using Quick Parts, controlling text flow, using templates to automate document creation, performing mail merges, and using macros to automate common tasks. Prerequisite: Word 2010 - Level 1 or equivalent. Fee: \$189

Item GB369 S. Saunders NORTH, V2106
2 sessions TTh May 22 - May 24 1:00 - 5:00pm

OneNote 2010

OneNote can help you stay on top of tasks, schedules, and team information. Create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010. You'll easily share notes with other people as you become a confident user and build your notebook. Prerequisite: Windows file and folder management. Fee: \$149

Item GB332 C. Hanks NORTH, V2102
1 Tuesday May 1 8:15am - 12:15pm

Graphic Design Certificate Program

Turn your creativity into a career. See page 24.

- Combines fine arts and technical expertise
- Hands-on courses taught by successful designers
- Small class size and personal attention

Full course and schedule information at www.gotobcc.com/gd

CONTINUING
EDUCATION

BELLEVUE
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Accounting

QuickBooks 2011

Use QuickBooks to track money coming in and out of your business or personal account using proven tools and easy forms. Topics: creating your business, setting up customers, vendors, account charts, and invoices. Analyze your data through the many reports available in this software. Course completers qualify for 12 CPE credits recognized by the Washington State Board of Accountancy. Prerequisite: Windows file and folder management skills required. Fee: \$395

Item GB361	C. Knutson	NORTH, V2100
3 Saturdays	May 5 - May 19	9:00am - 1:00pm

Project Management

MS Project for Project Managers

Gain hands-on experience using Project 2010 software for planning, control and execution. Topics: setting up projects, entering tasks/resources, linking tasks, setting up/assigning resources, saving a baseline, addressing constraints/deadlines, changing task types, sorting/grouping/filtering, and reporting status. Prerequisites: Windows Introduction, Introduction to Project Management, and Project Planning and Scheduling Techniques. Note: not Apple compatible. Fee: \$589

Item GB365	G. Richie	NORTH, V2140
6 sessions MW	May 7 - May 23	6:00 - 9:00pm
Item GB418	R. Nicklas	NORTH, V2133
4 Saturdays	Jun 2 - Jun 23	8:30am - 1:00pm

Excel for Project Managers

Manage a project with Excel's powerful features. Topics: filtering/sorting data, creating multiple workbooks for multi-project management, generating sample project status reports, developing a project style calendar, and performing analysis on earned value to monitor/manage projects. Prerequisites: Excel - Level 2 or equivalent, and Introduction to Project Management. Fee: \$249

Item GB370	T. Wilk	NORTH, V2136
3 sessions TTh	May 15 - May 24	6:00 - 8:20pm
No class 5/22		

Introduction to IT Project Management *New!*

Software Project Management has many methodologies that are in practice. This course explains the most commonly used project management practices (Agile, Scrum, Waterfall, Kanban, XP). It also will cover different infrastructure practices: Bug tracking, Source Control, Behavior Driven Development, Test Driven Development. Prerequisite: JavaScript or C# Programming: 1 or equivalent. Fee: \$399

Item GB320	J. Mann	NORTH, V2116
4 sessions MW	May 7 - May 16	6:00pm - 9:00pm

Graphics & Publishing

3D Animation in Blender

In this hands-on introduction to the art of 3D animated Computer Graphics (CG), we will present the concepts of 3D modeling and animation in Blender (a free 3D program). Topics: create 3D models of objects and characters, time animation, lip sync to voices, animate physics, and animate emotion in a character. You will leave the class with a portfolio and a showcase animation. Prerequisite: Basic computer use (Windows & comfortable using a mouse). Recommended: basic drawing skills. Fee: \$549

Item GB400	E. Price	NORTH, V2104
5 Saturdays	May 12 - Jun 16	8:30am - 12:30pm
No class 5/26		

Illustrator CS5

Illustrator is a powerful vector illustration tool used to create artwork for the Web and print media. Topics include creating and editing shapes, drawing with the pen tool, using live trace and live paint, creating and manipulating color and fill swatches, and working with brushes. Prerequisite: Familiarity with Mac or Windows folder and file management. Fee: \$425

Item GB331	P. Merrill	NORTH, V2104
3 Saturdays	Apr 14 - Apr 28	12:15 - 4:55pm
Item GB398	E. Price	NORTH, V2104
5 sessions MW	May 30 - Jun 13	6:00 - 8:50pm

InDesign CS5

InDesign is the benchmark tool for producing print-based brochures, flyers, business cards, or newsletters at your home or office. Topics include setting up new documents, importing and manipulating text and graphics, working with master pages and typography. Prerequisites: Familiarity with your computer's operating system, and file and folder management. Fee: \$425

Item GB342	P. Merrill	NORTH, V2104
5 sessions MW	Apr 23 - May 7	6:00 - 8:50pm
Item GB384	D. Stanford	NORTH, V2104
4 sessions MW	May 21 - Jun 4	1:00 - 4:30pm
No class 5/28		

Photoshop CS5: Level 1

Photoshop offers an impressive array of tools for editing digital photos, scanned photographs and creating photorealistic images. This is an intensive, hands-on workshop. Topics: selection techniques, image retouching and restoration, and using layers and masks to your advantage. Prerequisite: Familiarity with your computer's operating system, and file and folder management. Please bring a USB drive to class. Fee: \$449

Item GB324	P. Merrill	NORTH, V2104
5 sessions TTh	Apr 10 - Apr 24	6:00 - 9:00pm
Item GB392	D. Stanford	NORTH, V2104
4 Saturdays	May 12 - Jun 9	1:00 - 4:45pm
No class 5/26		

Photoshop CS5: Level 2

This course builds on the basic skills covered in the Photoshop: Level 1 class. Topics include using Adobe Bridge, processing images with camera raw, resizing and cropping images, color management, color correction, and exploring powerful editing techniques used by professionals. This class focuses specifically on the use of Photoshop with digital photography. Prerequisite: Photoshop: Level 1 or equivalent experience. Fee: \$449

Item GB395	P. Merrill	NORTH, V2104
5 sessions TTh	May 29 - Jun 12	6:00 - 9:00pm



Coming Summer 2012
**Summer Program
for Teens**

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WEB DESIGN

CERTIFICATE

REGISTER FOR A
FREE INFORMATION SESSION

Friday, Apr 6	6:00 - 8:00pm
Item GCSAC P. Merrill	NORTH, V2100
Tuesday, May 1	6:00 - 8:00pm
Item GCSAL S. Carson	NORTH, V2140
Monday, Jun 11	6:00 - 8:00pm
Item GCSAN P. Merrill	NORTH, V2102

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

Certificate requires a total of 169 course hours

REQUIRED COURSES

149 hours total

Course	Page
Designing Effective Websites	7
XHTML: Level 1	7
XHTML: Level 2	7
Cascading Style Sheets: Level 1	7
Cascading Style Sheets: Level 2	7
Dreamweaver CSS: Level 1	8
Dreamweaver CSS: Level 2	8
Flash CSS: Level 1	8
Scripting for Web Designers	8
Search Engine Optimization	8
Web Accessibility Workshop	8
Web Graphics	8
Web Design Certificate Capstone	8

ELECTIVES

20 hours total

Course	Page
Color in the Digital Age	24
Graphic Design Basics	24
Illustrator	6
InDesign	6
Photoshop: Level 2	6
User Experience Design	9
Web Analytics	*
Developing Web Content	23
WordPress	9

* See website for next course offering
enter "overview" in search box

Need more information?

www.gotobcc.com/ce/webdesign

Contact Annie DeLeon at (425) 564-4005 or
adeleon@bellevuecollege.edu

Web Design

Designing Effective Websites

This course provides the principles needed to create a great website. Learn how to apply the basics of user interface design and usability to your web pages; effectively plan and design a user-focused website; outline the site content, structure and navigation; design the look and feel of your site; and plan a usability test. Come to class with an idea for a website you wish to create or redesign; leave class with a detailed plan for your site. Fee: \$245

Item G8307 S. Carson	NORTH, V2106
2 sessions MW	Apr 2 - Apr 4
5:30 - 9:15pm	
Item G8323 S. Carson	NORTH, V2106
1 Saturday	Apr 21
8:30am - 5:00pm	
Item G8340 L. Harris	NORTH, V2104
1 Saturday	May 5
8:30am - 5:00pm	
Item G8371 P. Merrill	NORTH, V2104
2 sessions TTH	May 22 - May 24
5:30 - 9:15pm	

XHTML: Level 1

Learn the basic building blocks of Web authoring and creating your own Web pages in this hands-on course. Topics include XHTML standards, basic coding syntax, adding text and structuring pages, creating hyperlinks, and adding graphics. Prerequisite: Familiarity with the Web and Windows or Mac file and folder management. Fee: \$329

Item G8308 S. Carson	NORTH, V2104
2 sessions MW	Apr 9 - Apr 11
5:30 - 9:30pm	
Item G8336 S. Carson	NORTH, V2106
2 Saturdays	Apr 28 - May 5
8:00am - noon	
Item G8382 P. Merrill	NORTH, V2128
2 Saturdays	May 19 - Jun 2
10:00am - 3:00pm	
No class 5/26	
Item G8387 S. Carson	NORTH, V2116
3 sessions TTH	May 29 - Jun 5
6:00 - 8:40pm	
Item G8394 J. Stearns	NORTH, V2126
3 sessions MW	Jun 11 - Jun 18
6:00 - 8:40pm	
Item R8402 J. Stearns	NORTH, V2106
1 Saturday	Jun 23
8:00am - 5:00pm	

REGISTER BEFORE

Mar. 26

SAVE
THE \$10 REGISTRATION FEE!

XHTML: Level 2

Build on the tools learned in XHTML: Level 1 to develop more advanced Web pages. You'll explore additional features for creating Web pages, including creating and modifying tables; setting up forms; adding multimedia; validating code and publishing your site. The class includes a hands-on project that utilizes introduction and advanced Web page building skills. Bring Level 1 book to class. Prerequisite: XHTML - Level 1 or equivalent knowledge and experience. Fee: \$489

Item G8327 S. Carson	NORTH, V2102
4 sessions MW	Apr 16 - Apr 25
5:30 - 9:30pm	
Item G8383 S. Carson	NORTH, V2136
3 Saturdays	May 12 - Jun 2
9:00am - 3:20pm	
No class 5/26	
Item G8407 S. Carson	NORTH, V2106
4 sessions TTH	Jun 7 - Jun 19

Cascading Style Sheets: Level 1

Learn how to enhance the look-and-feel of your web site using cascading style sheets for formatting web pages. Learn correct style sheet syntax; how to effectively use the different types of style sheets; and how different browser versions interpret style rules. Develop skills in using style rules to modify page text and layout through hands-on practice in the classroom. Prerequisites: XHTML Levels 1 and 2 or equivalent. Fee: \$499

Item G8344 S. Carson	NORTH, V2106
4 sessions MW	Apr 30 - May 9
5:30 - 9:15pm	
Item G8313 P. Merrill	NORTH, V2136
5 sessions WF	May 4 - May 23
6:00 - 9:00pm	
No class 5/16	
Item G8403 S. Carson	NORTH, V2126
2 Saturdays	Jun 9 - Jun 16
8:30am - 5:00pm	

Cascading Style Sheets: Level 2

Apply advanced CSS techniques to enhance the appearance and usability of your website. Learn how to utilize the visual layout model, use creative background effects, make rounded-corner boxes, style hyperlinks, and create navigation bars and multi-column page layouts. Get hands-on practice with adding visual effects to web pages. Prerequisite: Cascading Style Sheets Level 1 or equivalent. Fee: \$275

Item G8354 S. Carson	NORTH, V2106
2 sessions MW	May 14 - May 16
9:30am - 3:30pm	
Item R8422 S. Carson	NORTH, V2104
1 Saturday	Jun 23
8:00am - 5:00pm	

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MON - THURS ... 7:30AM-7:30PM

FRI & SAT ... 7:30AM-3:00PM

SUN ... CLOSED

Dreamweaver CS5: Level 1

Dreamweaver is the software application used by most professional Web designers to build Web pages. In this course, you will learn to use Dreamweaver's tools to create websites. Topics include setting up the Dreamweaver environment, defining a website, creating Web pages with text and graphic content, building navigation with hyperlinks, create and apply style sheets for formatting, creating tables for text, testing and uploading the website to a Web server. Prerequisites: XHTML - Levels 1 and 2 and Cascading Style Sheets - Level 1. Recommended: Designing Effective Websites. Fee: \$269

Item G8376	J. Stearns	NORTH, V2106
3 sessions MW	May 21 - May 30	6:00 - 8:40pm
No class 5/28		

Dreamweaver CS5: Level 2

Build upon the skills you learned in Dreamweaver CS5: Level 1, and discover ways to enhance your website. Learn to create page layouts; work with forms; create templates and libraries to make site building easier; add interactivity with behaviors; and add multimedia. Bring Level 1 book to class. Prerequisites: Dreamweaver - Level 1 and Cascading Style Sheets - Level 2. Fee: \$269

Item G8390	P. Merrill	NORTH, V2106
2 sessions MW	Jun 4 - Jun 6	5:30 - 9:00pm

Flash CS5: Level 1

Discover the basic concepts of Flash for design and development of media. Learn how to use drawing tools, import images, create vector graphics, work with layers, produce mask effects, add motion tweens, build interactive buttons, and create navigation systems. Course also includes introduction to ActionScripting. Prerequisites: Familiarity with design applications, such as Fireworks or Photoshop. Fee: \$495

Item G8325	J. Stearns	NORTH, V2106
6 sessions MW	Apr 9 - Apr 25	6:00 - 9:00pm
Item G8300	J. Stearns	NORTH, V2106
4 Saturdays	May 12 - Jun 9	8:30am - 1:00pm

Scripting for Web Designers

To become effective Web designers a basic understanding of Web programming is needed. This course is an introduction to Web page scripting for the designer. Students will learn how and when Web page scripting is used, how scripting affects the behavior and presentation of a Web page, and how to communicate programming requirements to Web developers. Students will perform hands-on exercises using JavaScript. Prerequisites: XHTML - Level 1 and 2, and CSS - Level 1. Fee: \$659

Item G8391	L. Harris	NORTH, V2110
4 Saturdays	May 12 - Jun 9	9:00am - 3:15pm
No class 5/26		

Search Engine Optimization

Design your website to increase your chances of being at the top of search engine results. Topics: understanding how search engines index websites, creating effective keyword lists/site descriptions, setting up a proper site structure, and the importance of linking. Recommended prerequisites: Designing Effective Websites, XHTML - Levels 1 and 2, and Cascading Style Sheets - Level 1. Fee: \$249

Item G8405	S. Carson	NORTH, V2106
3 sessions MW	Jun 11 - Jun 18	6:00 - 8:40pm

Web Accessibility Workshop

Accessibility is a hot topic for web developers. Section 508 of Rehabilitation Act establishes guidelines for government agencies and the W3C has published specifications for web designers. Learn the current guidelines and requirements of what is allowed and not allowed. You'll receive hands-on tips and techniques for making your website accessible. Prerequisites: XHTML - Level 1 and Cascading Style Sheets - Level 1. Recommended: Designing Effective Websites or experience creating websites. Fee: \$225

Item G8375	S. Carson	NORTH, V2102
3 sessions MW	May 21 - May 30	6:00 - 8:30pm
No class 5/28		

Web Graphics

This intermediate class focuses on creating and optimizing Web graphics and file formats. Create effective Web images geared to the file formats, file sizes, and color. Understand techniques used to mock-up a website. Learn web graphic tools using layers and slices, principles of effective design, as well as issues related to procuring and using existing clip art and photographs. Prerequisites: Photoshop - Level 1 and Designing Effective Websites. Fee: \$349

Item G8358	P. Merrill	NORTH, V2106
4 sessions TTh	May 8 - May 17	6:00 - 9:00pm

Web Design Certificate Capstone

This last required class in the Web Design Certificate Program helps prepare students for their final presentation. Each session has a focus in the development of your site. Please review the complete course description online before enrolling to prepare for the first session. Final session is your site presentation. Prerequisite: Successful completion of all required classes. Fee: \$399

Item G8396	P. Merrill	NORTH, V2128
5 sessions		

Class schedule:	Apr 18.....6:00 - 7:30pm
	May 3.....6:00 - 8:30pm
	May 16.....6:00 - 8:30pm
	May 30.....6:00 - 8:30pm
	Jun 13.....6:00 - 9:00pm

**Take time for fun.
Take time to explore.
Take time for you!**

**Check out our Personal
Enrichment classes —
see pages 31-33**

Designing for Mobile Websites

Effective web design principles applied to mobile devices emphasize where these are different from designing for the desktop. Topics: selecting a mobile domain name, differences in your audience and how they approach mobile web sites, choosing a coding language, designing for small screen sizes, creating page layouts and navigations system that works on mobile devices, selecting appropriate content to include on a mobile site, creating handheld style sheets and methods to test mobile web sites. Prerequisites: Designing Effective Websites, XHTML Levels 1 and 2, Cascading Style Sheets Levels 1 and 2. Recommend Dreamweaver Level 1. Fee: \$189

Item GCB89	S. Carson	NORTH, V2104
2 sessions TTh	May 8 - May 10	6:00 - 9:00pm

HTML5 and CSS3 Preview

HTML5 and CSS3 are currently being developed by the W3C and some parts of CSS3 are already published. Sites are already being developed that use these technologies. Topics: new features, interactivity, conversion and practice. Prerequisites: XHTML Level 2 and Cascading Style Sheets Level 1. Fee: \$295

Item GB314	S. Carson	NORTH, V2128
1 Saturday	Apr 14	8:00am - 5:00pm
Item RB415	S. Carson	NORTH, V2104
2 sessions WTh	Jun 20 - Jun 21	5:30 - 9:30pm

User Experience Design

Maximize the user's positive interaction with your website. This boot-camp style, project-based class simulates the work of the design team in implementing user experience design principles. Topics: incorporating business and marketing goals, improving the usability of the system and creating solid design documents. Create user personas and scenarios; site organization and task flows; storyboards, wireframes and prototypes; and usability tests. Prerequisites: Designing Effective Websites, XHTML Level 1 and 2, CSS Level 1. Fee: \$495

Item GB372	S. Carson	NORTH, V2110
4 sessions TTh	May 15 - May 24	5:30 - 9:30pm

WordPress

WordPress is a free and open source online application used by professional designers to create websites. Though it is commonly used to write and publish blogs, it is also used to design traditional looking websites. Topics: wordpress.com, wordpress.org, blogs, traditional sites, templates, themes, plugins, widgets, WordPress as a Content Management System (CMS). Prerequisites: XHTML - Levels 1 and 2 or equivalent knowledge. Recommended: Cascading Style Sheets - Level 1. Fee: \$249

Item GB301	L. Harris	NORTH, V2104
1 Saturday	Mar 31	8:00am - 5:00pm
Item RB404	L. Harris	NORTH, V2100
1 Saturday	Jun 16	8:00am - 5:00pm

ONLINE REAL ESTATE CLASSES

www.gotobcc.com/realestate
See pg. 22

WEB DEVELOPMENT

CERTIFICATE

- Hands-on courses taught by professionals currently working in the field
- Learn skills in demand by employers today
- Certificate can be completed in as few as twelve months

REGISTER FOR A FREE INFORMATION SESSION

Wednesday, Apr 4	6:00 - 8:00pm
Item GCSAM	K. Viswanathan NORTH, V2137
Monday, May 14	6:00 - 8:00pm
Item GCSAO	T. Grills NORTH, V2133

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

Certificate requires a total of 276.5 course hours

REQUIRED COURSES

261.5 hours total

Course	Page
Designing Effective Websites	7
XHTML: Level 1	7
XHTML: Level 2	7
Cascading Style Sheets: Level 1	7
C# Programming: 2	13
JavaScript	9
XML Introduction	9
AJAX	9
SQL: Structured Query Language	11
ASP.NET: Level 1	13
Algorithms in .NET	14
C# Programming: 3	13
PHP: Server Side Programming	*
Web Development Certificate Capstone	9

ELECTIVES

15 hours total

Course	Page
C# Programming: 4	13
Silverlight	*
Web Analytics	*
Search Engine Optimization	8
Dreamweaver: Level 1	8
WordPress	9
Flash: Level 1	8
Flash: Level 2	*
.NET Web Services:	13
Windows Communication Framework	*
XSLT Transformations	*

* See website for next course offering
enter "overview" in search box

Need more information?

www.gotobcc.com/ce/webdevelopment

Contact Annie DeLeon at (425) 564-4005 or
adeleon@bellevuecollege.edu

Web Development

JavaScript

JavaScript is the enabling technology behind Web 2.0 and AJAX. Study core language constructs, the document object model (DOM) and custom objects. Topics: function, date, array, strings, RegExp, math, document, node, element and attribute objects; HTML form manipulation; cookies; event binding/handling; prototype-based inheritance; DHTML; and multiple script debugging. Prerequisites: XHTML: Level 1 and 2 and C# Programming: 1. Recommended: Cascading Style Sheets: Level 1. Fee: \$749

Item GCB81	T. Grills	NORTH, V2134
8 sessions TTh	May 8 - May 31	6:00 - 9:00pm

XML Introduction

Extend your Web authoring expertise with eXtensible Markup Language. Topics include how to set up and use an XML authoring environment, use Namespaces and entities, validate XML documents, apply CSS and XSL stylesheets, and transform data to XML and XHTML. Prerequisites: XHTML: Levels 1 and 2 and Cascading Style Sheets: Level 1 or equivalent. Fee: \$299

Item GCB93	J. Mann	NORTH, V2140
3 sessions MW	Jun 4 - Jun 11	6:00 - 8:40pm

AJAX

Asynchronous JavaScript and XML (AJAX) is a proven Web-development technique for creating interactive, responsive Web applications. Learn to distribute a Web application's functionality between the Web server and the browser. Topics: components, frameworks, usability, performance, and security. Prerequisites: XHTML: Level 1 and 2, Cascading Style Sheets: Level 1 and JavaScript or equivalent. Recommended: XML Introduction and familiarity with Web server programming. Fee: \$595

Item GCB40	Staff	NORTH, V2134
6 sessions MW	Jun 4 - Jun 20	6:00 - 9:00pm

Web Development

Certificate Capstone

The final capstone project utilizes all the skills learned throughout the Web Development Certificate Program. This project will form a central part of your professional portfolio. Each of the sessions has a focus in the development of your site. The final session is your site presentation. Prerequisite: Successful completion of all required classes. Please read the detailed course description before enrolling. Fee: \$399

Item GCB305	R. Root	NORTH, V2140
5 sessions		

Class schedule:

Apr 7	3:15 - 5:15pm
Apr 21	3:15 - 5:15pm
May 12	10:00am - 12:30pm
Jun 2	10:00am - 12:30pm
Jun 16	10:00am - 1:00pm

REGISTER
BEFORE

Mar. 26

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THE \$10
REGISTRATION FEE!



Database Certificate Programs

REGISTER FOR A FREE INFORMATION SESSION

Wednesday, Apr 4 6:00 - 8:00pm

Item GCSAG S. Wang NORTH, V2133

Friday, May 4 6:00 - 8:00pm

Item GCSAF M. Murphy NORTH, V2133

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

DATABASE ADMINISTRATOR

CERTIFICATE

A Database Administrator designs, builds, and manages effective database systems. This field is projected to be one of the fastest growing occupations over the next six years. This certificate program prepares students to perform maintenance tasks, such as back up and restore a database, integrate data from various sources, troubleshoot problems, implement security, ensure database availability and performance, and coordinate activities with network and Web administrators.

REQUIRED COURSES

137 hours total

Course	Page
Database Design	11
Beginning SQL Server (using 2008)	11
T-SQL Query Extensions to SQL	11
SQL Server 2008	
Administration (Advanced)	11
SQL Server 2008 Security	11
PowerShell	*
SQL Server 2008 Optimization and	
Performance Tuning	*
Database Administrator	
Certificate Capstone	11

ELECTIVES

18 hours total

Course	Page
SQL Server 2008	
Integration Services (SSIS)	11
C# Programming: 2	13
T-SQL Programming	11
Database Testing Concepts	15
SQL Server 2008	
Reporting Services (SSRS)	*

* See website for next course offering
enter "overview" in search box

Need more information?

www.gotobcc.com/ce/database

Contact Annie DeLeon at (425) 564-4005 or
adeleon@bellevuecollege.edu

DATABASE DEVELOPER

CERTIFICATE

Database Developer designs and creates databases and programs that control how users interact with those databases. Without such programs, a database can be compromised, resulting in data loss or corruption. The Database Developer Certificate Program prepares students to design and build efficient database structures, design and write effective database control programs, assure data integrity, handle errors, optimize queries, test databases and programs, communicate with client applications, and prevent malicious attacks.

REQUIRED COURSES

200 hours total

Course	Page
Database Design	11
Beginning SQL Server (using 2008)	11
Database Testing Concepts	15
T-SQL Query Extensions to SQL	11
C# Programming: 2	13
T-SQL Programming	11
Data Access using C#	*
SQL Server 2008 Optimization	
and Performance Tuning	*
XML Introduction	9
Database Developer	
Certificate Capstone	11

ELECTIVES

20 hours total

Course	Page
ASP.NET: Level 1	13
SQL Server 2008	
Analysis Services (SSAS)	11
SQL Server 2008	
Integration Services (SSIS)	11
PowerShell	*
Access: Level 1	4
Data Analysis and Business	
Modeling with Excel	5
SQL Server 2008	
Reporting Services (SSRS)	*
C# Programming: 3	13

* See website for next course offering
enter "overview" in search box

DATABASE BUSINESS INTELLIGENCE ANALYST

CERTIFICATE

A Database Business Intelligence (BI) Analyst organizes a company's operational data into formats that can be queried using BI analysis tools. The resulting reports show trends and patterns that can help a company make better business decisions. The Database Business Intelligence Analyst Certificate Program prepares students to design and create data warehouses and OLAP cubes, use BI analysis tools to query data, use MDX to query OLAP cubes, and create reports based on queries you create.

REQUIRED COURSES

160 hours total

Course	Page
Database Design	11
Beginning SQL Server (using 2008)	11
T-SQL Query Extensions to SQL	11
SQL Server 2008	
Analysis Services (SSAS)	11
SQL Server 2008	
Integration Services (SSIS)	11
Excel: Level 3	5
SQL Server 2008	
Reporting Services (SSRS)	*
Database Business Intelligence	
Analyst Certificate Capstone	11

ELECTIVES

20 hours total

Course	Page
ASP.NET: Level 1	13
Data Access using C#	*
T-SQL Programming	11
C# Programming: 2	13
Data Analysis and Business Modeling	
with Excel	5
Web Analytics	*

* See website for next course offering
enter "overview" in search box

Databases

Database Design

Whether you create new databases or redesign existing ones, your familiarity with the principles of database design will help you design to ensure data integrity. Topics: Common the best names for tables and fields, assign primary keys, set up relationships, and implement normalization rules and field key attributes. Classroom exercises will help you to actively master the content, with practice opportunities, discussions, and skill checks, where you design a database from scratch and redesign an existing database. Prerequisites: Basic computer skills and working knowledge of Windows. Recommended: Experience with a database product. Fee: \$279

Item G8315	C. Torkko	NORTH, V2116
3 sessions MW	Apr 9 - Apr 16	6:00 - 9:00pm
Item G8362	S. Wang	NORTH, V2126
2 Saturdays	May 12 - May 19	9:00am - 2:30pm

SQL: Structured Query Language

Using SQL Server, retrieve data from relational databases. Topics: learning standard SQL syntax to create data structures, selecting data, performing calculations, and producing simple reports. Prerequisite: Familiarity with a relational database product. Fee: \$699

Item G8333	K. Kilwien	NORTH, V2116
7 sessions TTh	Apr 10 - May 1	6:00 - 9:00pm
Item G8421	M. Behr	NORTH, V2116
4 Saturdays	Jun 2 - Jun 23	9:00am - 3:15pm

Beginning SQL Server (using 2008)

Within SQL Server Management Studio, perform a core set of job-related tasks such as how to create, attach, and manage databases. Additional topics: using tools to automatically generate queries, which can then be saved, reused, and combined with other queries; setup and configure security, configure SQL Server related services, SQLCMD and other tools outside of SSMS. Prerequisite: Familiarity with Windows and basic file and folder management. Fee: \$675

Item G8337	Staff	NORTH, V2116
4 Saturdays	Apr 14 - May 5	9:00am - 3:15pm
Item G8423	C. Torkko	NORTH, V2116
7 sessions MW	Jun 4 - Jun 25	6:00 - 9:00pm

SQL Server 2008

Administration (Advanced)

The course is designed to quickly provide you with the tools to keep your SQL databases accessible and healthy. Starting with installation tips and guidelines, the class guides you through the recommended best practices for SQL Server maintenance, data management tasks, index strategies, system monitoring, and troubleshooting. Prerequisites: Beginning SQL Server (using 2008) and T-SQL Query Extensions to SQL or equivalent. Fee: \$899

Item G8303	R. Root	NORTH, V2140
6 Saturdays	Mar 17 - Apr 21	9:00am - 2:40pm

T-SQL Query Extensions to SQL

This course presents important Transact-SQL (T-SQL) query features that extend industry standard SQL. Topics include comparing tables; joining data from subqueries and table-valued functions; merging

data between tables; performing recursive queries with hierarchical data; using common table expressions in place of complex joins; querying Excel data; setting various server and database options; and creating, altering and dropping a database. Prerequisites: SQL: Structured Query Language or equivalent. Recommended: Beginning SQL Server (using 2008). Fee: \$589

Item G8377	C. Torkko	NORTH, V2133
4 Saturdays	Mar 31 - Apr 21	9:00am - 2:30pm

T-SQL Programming

This course covers Microsoft's SQL Server database programming techniques using Transact-SQL programming constructs, with an emphasis on stored procedures and scripts. This course also involves writing T-SQL scripts of increasing complexity. Topics include: creating and implementing functions using T-SQL and SQL CLR, views, triggers, and transactions, how to protect your data with constraints, and structured error handling. Prerequisites: SQL: Structured Query Language or equivalent experience. Fee: \$995

Item G8366	D. Phillips	NORTH, V2126
11 sessions MW	Apr 18 - May 23	6:00 - 9:00pm

SQL Server 2008 Integration

Services (SSIS)

This course addresses the technical skills required to Extract, Transform, and Load (ETL) data using SQL Server 2008 Integration Services. Topics include: how to create, edit, deploy, schedule, and manage Integration Services packages; configuring control flow, data flow, and event handling tasks within an Integration Services package; and implementing logging and error-handling during package execution. Prerequisite: SQL: Structured Query Language and Beginning SQL Server (using 2008) or equivalent. Fee: \$749

Item G8373	M. Murphy	NORTH, V2133
8 sessions TTh	May 3 - May 29	6:00 - 9:00pm

SQL Server 2008 Analysis

Services (SSAS)

Using SSAS and the Business Intelligence (BI) tools, this class covers how to develop multi-dimensional cubes, KPIs, MDX queries, DMX queries, and data mining models. Topics include: Star and Snowflake schema designs, dimensional attributes, hierarchies, measures, measure groups, and cube administration, creating a data warehouse, creating ETL processes to load measure and dimensional tables with SSIS, and creating cube driven reports with Excel and SSRS. Prerequisite: Database Design and T-SQL Query Extensions to SQL or equivalent. Fee: \$1,295

Item G8420	K. Viswanathan	NORTH, V2114
13 sessions TTh	Mar 20 - May 1	6:00 - 9:05pm

SQL Server 2008 Security

Learn how the security system works within SQL Server. Students will apply permissions ranging from individual items up to entire servers. Learn how to combine individual and role based-permissions to determine effective permissions to databases and database objects. Topics include: logins, users, roles, authentication modes, permissions, securables, and linked servers. Prerequisite: Beginning SQL Server (using 2008) or equivalent. Fee: \$675

Item G8412	M. Bennett	NORTH, V2140
7 sessions TTh	May 31 - Jun 21	6:00 - 8:55pm

Database Developer

Certificate Capstone

The final capstone project for each certificate utilizes all the skills learned throughout each of the classes in the Database Certificate programs. This is an individualized project that will form a central part of the student's professional portfolio, and will require time outside of class in development. Prerequisites: Completion of all required courses. Fee: \$459

Item G8427	R. Root	NORTH, V2140
4 sessions		

Class schedule:	Apr 3	6:00 - 8:00pm
	May 4	6:00 - 8:00pm
	Jun 1	6:00 - 8:00pm
	Jun 30	10:00am - 1:00pm

Registration is by permission only, due to the required prerequisites. Please call Customer Service at (425) 564-2263 to enroll in the class.

Database Business Intelligence

Analyst Certificate Capstone

The final capstone project for each certificate utilizes all the skills learned throughout each of the classes in the Database Business Intelligence Analyst Certificate Program. This is an individualized project that will form a central part of the student's professional portfolio, and will require time outside of class in development. Prerequisites: Completion of all required courses. Fee: \$459

Item G8426	M. Bennett	NORTH, V2140
4 sessions		

Class schedule:	Apr 2	6:00 - 8:00pm
	Apr 26	6:00 - 8:00pm
	May 24	6:00 - 8:00pm
	Jun 28	6:00 - 9:00pm

Registration is by permission only, due to the required prerequisites. Please call Customer Service at (425) 564-2263 to enroll in the class.

Database Administrator

Certificate Capstone

The final capstone project for each certificate utilizes all the skills learned throughout each of the classes in the Database Administrator Certificate Program. This is an individualized project that will form a central part of the student's professional portfolio, and will require time outside of class in development. Prerequisites: Completion of all required courses. Fee: \$459

Item G8428	G. Hay	NORTH, V2136
2 sessions		

Class schedule:	May 1	6:00 - 8:00pm
	Jun 30	10:00am - 1:00pm

Registration is by permission only, due to the required prerequisites. Please call Customer Service at (425) 564-2263 to enroll in the class.

REGISTER BEFORE

Mar. 26

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C# Certificate Programs

REGISTER FOR A FREE INFORMATION SESSION

Friday, Apr 6 6:00 - 8:00pm

Item GCSAJ K. Viswanathan NORTH, V2134

Friday, May 18 6:00 - 8:00pm

Item GCSAE C. Torkko NORTH, V2102

Saturday, Jun 9 2:30 - 4:30pm

Item GCSAB C. Torkko NORTH, V2140

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

C# PROGRAMMING

CERTIFICATE

The C# Programming Certificate was designed by professional developers, managers and programmers to target the skills in demand by employers today. The certificate program leads the student through four levels of C# development classes, as well as additional offerings in design and development theory. Labs typically make up about 30% of the class time. The certificate includes a capstone project, designed and developed to demonstrate skills learned.

REQUIRED COURSES

124 hours total

Course	Page
C# Programming: 1.....	13
C# Programming: 2.....	13
C# Programming: 3.....	13
C# Programming: 4.....	13
C# Programming Certificate Capstone.....	14

ELECTIVES

20 hours total

Course	Page
Algorithms in .NET	14
C# Test Driven Development	*
Data Access using C#	*
.NET Web Services: Windows Communication Framework	*
Object-Oriented Design	13
Programming with Design Patterns.....	*

* See website for next course offering
enter "overview" in search box

C# WEB DEVELOPMENT

CERTIFICATE

This certificate program is designed for those who have obtained their C# Programming Certificate. The C# Web Development Certificate provides the opportunity to learn the advanced skills needed to succeed in today's .NET Web-based industry. Students will build on the skills learned in the programming certificate to design, develop, implement, and deploy C# Web-based applications in a variety of architectural configurations. Labs typically make up 30% of the class time. The certificate includes a capstone project, designed and developed to demonstrate skills learned.

Prerequisite: Completion of
C# Programming Certificate

REQUIRED COURSES

31 hours total

Course	Page
ASP.NET: Level 1	13
C# Web Development Certificate Capstone.....	14

ELECTIVES

Choose one class from the following

Course	Page
JavaScript.....	9
PHP: Server Side Programming.....	*

* See website for next course offering
enter "overview" in search box

C# APPLICATION DEVELOPMENT

CERTIFICATE

This certificate program is designed for those who have obtained their C# Programming Certificate and are interested in focusing on the desktop application development industry. The program leads students through user interface design and development, and focuses on current technologies, including Windows Presentation Foundation. Labs typically make up about 30% of the class time. The certificate includes a capstone project, designed and developed to demonstrate skills learned.

Prerequisite: Completion of
C# Programming Certificate

REQUIRED COURSES

31 hours total

Course	Page
Windows Presentation Foundation	*
C# Application Development Certificate Capstone.....	*

* See website for next course offering
enter "overview" in search box

Need more information?

www.gotobcc.com/ce/csharp

Contact Annie DeLeon at (425) 564-4005 or
adeleon@bellevuecollege.edu

Programming

Basic Programming Essentials

Learn the basic concepts of computer programming, and start designing and writing simple computer programs. Topics: programming concepts and terminology, reading/tracing/understanding simple code, writing/testing/debugging code, using IF statements/loops, and using variables, constants, functions, and procedures. Prerequisites: Windows and basic computer proficiency. Fee: \$339

Item C8309	L. Zerrouki	NORTH, V2100
4 sessions TTh	Apr 3 - Apr 12	5:30 - 8:30pm
Item C8338	R. Root	NORTH, V2102
2 Saturdays	Apr 28 - May 5	8:30am - 3:30pm

Object-Oriented Design

Learn object-oriented design in preparation for studying any type of object-oriented programming (e.g. VB.NET, C++, C#, Java). Topics: differences between procedural and object-oriented programming, defining classes, abstraction, objects, encapsulation, inheritance, and polymorphism, using the UML to model/develop a class diagram, and building objects using types of composition. Prerequisite: Windows and PC basics. Recommended: C# Programming: 1 Fee: \$395

Item C8364	J. Morris	NORTH, V2134
5 sessions MW	May 7 - May 21	6:00 - 8:25pm

C++ Programming: Level 1

This extensive hands-on course introduces the C++ language and the principles of object-oriented programming. Topics: using variables and variable types; creating branching and looping instructions; applying function templates; arranging objects and classes; and building arrays, structures and pointers. Prerequisite: Basic Programming Essentials or equivalent. Fee: \$595

Item G8304	Staff	NORTH, V2136
10 sessions MW	May 7 - Jun 11	6:00 - 9:00pm
No class 5/28		

C# Programming: 1

Learn how to program in a Windows environment in this hands-on course for beginners. Topics: Introduction to C#, controls, variables, constants, menus, lists, and loops. Prerequisites: Windows Introduction and File management skills; Basic Programming Essentials class or equivalent. (Formerly titled Introduction to Programming using C#). Fee: \$929

Item G8357	L. Zerrouki	NORTH, V2100
10 sessions TTh	Apr 17 - May 17	5:30 - 8:30pm
Item C8419	L. Zerrouki	NORTH, V2102
6 Saturdays	May 12 - Jun 23	9:00am - 3:00pm
No class 5/26		
Item G8414	C. Torkko	NORTH, V2137
10 sessions TTh	May 22 - Jun 21	6:00 - 9:00pm

C# Programming: 2

Dive into the .NET world with this fundamentals class. Topics: conditional statements, objects, structures, arrays, classes, inheritance, exception handling, string formatting, file handling, and language fundamentals. (Formerly titled C# Programming: Level 1). Prerequisite: C# Programming: 1 or equivalent knowledge and experience. Fee: \$929

Project Management Certificate Program



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Core classes count toward education requirements for the PMP® and CAPM® certifications. Full course and schedule information at www.gotobcc.com/ce/pm

Questions about the program?

Call (425) 564-2549 or e-mail Jerrie Gotz at jerrie.gotz@bellevuecollege.edu.

See page 21.



CONTINUING EDUCATION

Item G8348	C. Torkko	NORTH, V2137
10 sessions TTh	Apr 10 - May 10	6:00 - 9:00pm

Item G8417	C. Torkko	NORTH, V2137
8 Saturdays	Apr 28 - Jun 23	9:00am - 12:45pm
No class 5/26		

Item G8411	K. Mahadevan	NORTH, V2100
10 sessions TTh	May 22 - Jun 21	5:30 - 8:30pm

C# Programming: 3

Explore advanced technologies in the .NET framework. Topics: interfaces, delegates, events, operator overload, asynchronous programming, reflections and attributes. Class includes lab time for hands-on practice. (Formerly titled C# Programming: Level 2). Prerequisite: C# Programming: 2 or equivalent (bring C# Programming: 2 book to class). Fee: \$879

Item G8343	C. Prothman	NORTH, V2100
10 sessions MW	Apr 9 - May 9	6:00 - 9:00pm

C# Programming: 4

Expand your study of .NET programming into more advanced concepts. Topics: assemblies with GAC, operator overloads, platform invoke services, creating generic classes, TPL, LINQ, and remoting. Class includes many interactive lab exercises to reinforce skills. Prerequisite: C# Programming: 3 or equivalent. Bring book from C# Programming: 2 or purchase. Fee: \$879

Item G8409	K. Viswanathan	NORTH, V2100
10 sessions MW	May 16 - Jun 20	6:00 - 9:00pm
No class 5/28		

C# Test Driven Development

Apply the concepts and techniques of test-driven development using C# and use automated test cases to produce well-designed code with fewer defects, make small incremental changes, and minimize the debugging process. Learn to use NUnit, a leading unit-testing framework for .NET, to deliver software that's verifiable, reliable, and robust. Prerequisites:

C# Programming - Level 1 required; recommend Algorithms in .NET. Fee: \$299

Item C8402	R. Droz	NORTH, V2110
3 sessions TTh	May 1 - May 8	6:00 - 8:50pm

Java: Level 1

Learn fundamentals of the Java programming platform, including new features. Topics: object-oriented programming principles, language constructs, class hierarchy, interfaces, packages, exceptions, I/O, user interfaces in AWT and Swing, and event handling. Prerequisite: Strong working knowledge of at least one other programming language. Fee: \$749

Item G8334	T. Grills	NORTH, V2134
8 sessions TTh	Apr 10 - May 3	6:00 - 9:00pm

Java: Level 2 with Eclipse

Employing the industry leading Eclipse Integrated Development Environment (IDE), students will be introduced to several popular API's of the Java platform, including the Collections framework, Java Database Connectivity (JDBC), and Java Servlets and JavaServer Pages (JSP). Key aspects of the Eclipse tool will be presented such as Content Assist and Quick Fix, debug code, configurations and interfaces. Prerequisite: Java - Level 1 or equivalent Java programming experience. Fee: \$695

Item C8413	T. Grills	NORTH, V2134
7 sessions TTh	Jun 5 - Jun 26	6:00 - 9:00pm

ASP.NET: Level 1

Get an introduction to ASP.NET with plenty of hands-on examples to illustrate how ASP.NET works. Topics: database access, error handling, managing session information, data binding, tables, list boxes, debugging, cookies, repeaters, and security. Prerequisites: XHTML - Levels 1 and 2 and C# Programming: 2. Fee: \$859

Item G8341	K. Viswanathan	NORTH, V2134
9 sessions MW	Apr 9 - May 7	5:30 - 8:30pm

Algorithms in .NET

This class introduces algorithm techniques and data structures for new .NET developers with development experience but no formal computer science background who want to create tools using C#. The course is a good refresher on structured coding and includes hands-on exercises. Topics: strategies used for sorting, binary searching, stacks, queues, dynamically sized arrays, parsing numbers/strings, lists, and binary trees. Prerequisite: C# Programming: 2 or C# for Testers. Fee: \$769

Item G8385 K. Viswanathan NORTH, V2102
8 sessions TTh May 3 - Jun 4 6:00 - 9:00pm
No class 5/24 and 5/24. Last session is Monday, Jun 4.

C# Programming Certificate Capstone

The final capstone project utilizes all the skills learned throughout the C# Programming certificate, and is customized to each student. This project will form a central part of your professional portfolio. This is an individualized project in which you can expect to spend as much as 30 hours outside of class in development. You'll meet with an instructor for two hours at the start and have an evaluation session in 75 days for your final project assessment. Prerequisite: Completion of all required courses. Fee: \$295

Item G8424 S. Narayanan NORTH, V2140
2 sessions ThF Apr 20 and Jun 28 6:00 - 8:00pm
Class meets in person Friday, April 20 and Thursday, June 28.

C# Web Development Certificate Capstone

The final capstone project utilizes all the skills learned throughout the C# Web Development certificate, and is customized to each student. This project will form a central part of your professional portfolio. This is an individualized project in which you can expect to spend as much as 30 hours outside of class in development. You'll meet with an instructor for two hours at the start and have an evaluation session in 75 days for your final project assessment. Prerequisite: Completion of all required courses and C# Programming Certificate. Fee: \$395

Item G8355 K. Viswanathan NORTH, V2128
2 Fridays Apr 27 and July 10 6:00 - 8:00pm
Class meets in person Friday, April 27 and Tuesday, July 10.

Hardware & Networking

Revive Your Computer!

Bring your own computer to class and fix it yourself. Would you describe your computer as "slow" or "temperamental"? Follow along as the instructor guides you through a 13-step procedure to restore your computer to its former speed and reliability. Topics: make your computer boot up faster, run programs quicker, download files faster and "lock up" less. Required: basic computer proficiency, one operational laptop or desktop computer with a Windows operating system. No monitors necessary. Fee: \$119

Item G8350 B. Young NORTH, V2105
1 Saturday May 12 12:30 - 4:30pm

Computer Maintenance and Support (A+)

Prepare for the two-part CompTia A+ Technician exams 701 and 702 - (www.comptia.org). Topics: component specs and assembly, system configuration, network component design and planning, troubleshooting techniques, and focusing on technical/networking aspects of current Windows versions. Excellent companion course with Network Design and Troubleshooting (Network+). Prerequisite: Familiarity with PCs and Windows installation and use. Fee: \$1,895

Item G8302 K. Mahadevan NORTH, V2137
20 sessions MW Apr 16 - Jun 25 6:00 - 9:20pm
No class 5/28

Network Design and Troubleshooting (Network+)

As a companion to A+, this class also helps to prepare for CompTia Network+ exam (www.comptia.org). Topics: network theory, connectivity issues, OSI model, Ethernet, Token Ring, wireless, TCP/IP services, troubleshooting, security, LAN infrastructure, disaster recovery, data storage, and current OS standards. Prerequisite: Basic knowledge of PCs; Computer Maintenance and Support (A+) recommended. Fee: \$1,349

Item R8300 T. Lee NORTH, V2137
14 sessions MW Jul 9 - Aug 22 6:00 - 9:00pm

IT Security

Introduction to Building a Secure IT Environment

This class introduces essential concepts, core processes and frameworks, which IT and security decision-makers apply to ensure a secure IT environment. Topics: recognizing IT security language, vocabularies and standards; defining risk governance, risk evaluation and risk response; evaluating key factors that influence IT security decisions; and assessing IT security practices. Fee: \$335

W8321 Staff NORTH, V2140
2 Saturdays Apr 14 - Apr 21 10:00am - 4:00pm

Risk Assessment and Planning

Focus on methods and procedures used to identify, assess, and manage risk. Topics: determine the scope of the IT security risk analysis for a company or organization; perform a security risk analysis; determine countermeasures and controls to contain risk; develop a risk mitigation plan; and explain the relationship of a security audit to a risk management plan. Fee: \$335

W8349 Staff NORTH, V2133
2 Saturdays May 5 - May 12 10:00am - 4:00pm

System Security Threats and Vulnerabilities

Learn to identify and classify security threats. Identify vulnerabilities the threats can exploit through malicious and non-malicious attacks. Topics: the relationship between threats and vulnerabilities; threat classification and severity levels; identify typical threats and countermeasures; identify operating systems, database and network threats and their specific vulnerabilities such as spoofing, tampering, denial of service and architecture. Fee: \$335

G8306 Staff NORTH, V2128
2 Saturdays Jun 9 - Jun 16 10:00am - 4:00pm

SOFTWARE TEST ENGINEER (STE) CERTIFICATE

This certificate program is designed to prepare students to become an entry-level software tester in a variety of industries such as aerospace, biotech, gaming and state government. Completion of this certificate is required to obtain the Software Test & Development Engineer (STE) certificate, Bellevue College Continuing Education has been successfully training software testers for over ten years.

REGISTER FOR A FREE INFORMATION SESSION

Monday, Mar 26 6:00 - 8:00pm

Item GCSAP T. Wilk NORTH, V2140

Friday, Apr 20 6:00 - 8:00pm

Item GCSAR T. Wilk NORTH, V2102

Tuesday, May 22 6:00 - 8:00pm

Item GCSAH T. Wilk NORTH, V2140

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

REQUIRED COURSES

168 hours total

Course	Page
Introduction to Testing	15
Software Testing in Practice	15
Test Project Planning and Management	15
Database Testing Concepts	15
Scripting/Programming Fundamentals	15
C# for Testers	15
Test Automation using C#: Level 1	15
Software Test Engineer Certificate Capstone	15

plus ELECTIVES

Select two courses.

Electives may be chosen from the Software Testing & Quality Assurance courses or from the Database or Programming sections of course listings in our print schedule and online at www.gotobcc.com/computers.

* See website for next course offering
enter "overview" in search box

Need more information?

www.gotobcc.com/ce/softwaretesting

Contact Annie DeLeon at (425) 564-4005 or
adeleon@bellevuecollege.edu

Software Testing & Quality Assurance

Introduction to Testing

Learn testing concepts such as regression, black box/white box, and acceptance testing. Topics: fundamental testing theory, quality issues, determining valid bugs, and tips/tricks for bug reproduction/isolation. Prerequisite: Familiarity with Windows. Text required. Fee: \$595

Item GB322	Staff	NORTH, V2110
3 Saturdays	Apr 7 - Apr 21	8:30am - 4:30pm
Item GB359	M. Jahromi	NORTH, V2114
6 sessions MWF	May 7 - May 18	6:00 - 9:30pm
Item GB406	T. Wilk	NORTH, V2114
6 sessions MTTh	Jun 5 - Jun 18	6:00 - 9:30pm

Software Testing in Practice

Topics: user testing; stress testing; performance testing; boundary analysis; practical methods for test case design including use of matrices and scenarios; and an introduction to various special testing situations. Text: Bring Introduction to Testing book to class. Prerequisite: Introduction to Testing, or at least three years testing experience. Fee: \$595

Item GB352	T. Wilk	NORTH, V2114
3 Saturdays	Apr 28 - May 12	8:30am - 4:30pm
Item GB386	M. Jahromi	NORTH, V2114
6 sessions MWF	May 21 - Jun 4	6:00 - 9:30pm
No class 5/28		

Test Project Planning and Management

Students use exercises to apply good test planning against real software, and plan for and run a software testing project using scalable techniques. Topics: deconstruction, risk-analysis, resource handling/scheduling techniques, reporting, documentation, and long-term project maintenance. Textbook required. Prerequisite: Software Testing in Practice or equivalent. Fee: \$595

Item GB401	T. Wilk	NORTH, V2114
3 Saturdays	Jun 2 - Jun 16	8:30am - 4:30pm

Database Testing Concepts

For testers unfamiliar with database concepts, learn the elements of good relational database design with emphasis on analyzing existing database designs and uncovering design flaws. First, second, and third normal form will be covered with an emphasis on generic and essential database testing concepts. Textbook required. Prerequisite: Familiarity with computers. Recommended: Introduction to Testing. Fee: \$549

Item GB380	K. Xia	NORTH, V2114
6 sessions TTh	May 15 - May 31	6:00 - 9:00pm

Scripting/Programming Fundamentals

For those with little or no programming experience, learn programming skills using VBScript to prepare for other programming classes. Topics: variables, constants, if/then statements, looping structures, arrays, file operations, and automation testing. Prerequisite: Familiarity with Windows. Fee: \$549

Technical Writing Certificate Program

Learn your skills from technical writing professionals.

See page 22.

Full course and schedule information at www.gotobcc.com/ce/techrwriting

CONTINUING
EDUCATION



Item GB330	D. Hodge	NORTH, V2110
6 sessions TTh	Apr 10 - Apr 26	6:00 - 9:30pm
Item GB410	D. Hodge	NORTH, V2110
6 sessions MW	Jun 4 - Jun 20	6:00 - 9:30pm

tomation using C# - Level 1 or equivalent. Fee: \$849

Item GB326	D. Hodge	NORTH, V2110
8 sessions MWF	Apr 9 - Apr 25	6:00 - 9:30pm

C# for Testers

Learn to use C# to automate software testing and development of small programs. Designed for testers who have a basic knowledge of programming concepts with no knowledge of C#, the course utilizes hands-on exercises. Topics: testing database applications and debugging C# applications. Prerequisite: Introduction to Programming using C# or Scripting/Programming Fundamentals (or equivalent knowledge). Textbook required. Fee: \$849

Item GB360	T. Wilk	NORTH, V2110
9 sessions MWF	Apr 30 - May 18	6:00 - 9:35pm

Test Automation using C#: Level 1

Designed for testers, this course provides hands-on learning opportunities for building and designing automated tests using C#. Different choices in test automation will be presented. Topics: storing/reading test data, timing, implementing API tests, trace/debug classes and overview of the debugger. Advanced topics include testing using Windows APIs and reflection based UI testing. Prerequisites: C# for Testers or C# Programming: 2 or equivalent. Textbook required. Fee: \$849

Item GB416	D. Hodge	NORTH, V2110
8 sessions TTh	May 29 - Jun 21	6:00 - 9:30pm

Test Automation using C#: Level 2

This course is designed for experienced testers to expand their knowledge in building complex test automation using more advanced .NET programming skills. Topics: test design patterns, web request/response testing, web service testing, ADD.NET testing, and developing an XML data-driven test harness. Textbook required. Prerequisites: Test Au-

Introduction to Security Testing

This course introduces software test students to the fundamental concepts and techniques specific to Software Security Testing. The course covers common software security issues, appropriate tests and attacks, Threat Modeling and the STRIDE model, discussion of security test tools, and exercises to design and execute basic security tests. Prerequisite: Introduction to Testing or equivalent experience. Textbook required. Fee: \$425

Item GB311	T. Wilk	NORTH, V2114
2 Saturdays	Apr 7 - Apr 14	9:00am - 4:00pm

Software Test Engineer Certificate Capstone

The STE Capstone project challenges students to demonstrate the skills and concepts acquired from the previous classes required for the STE certificate. Students will draw from concepts covered in the earlier Test Methodology, Programming, and Database classes. For this project, students will design and execute multiple test passes against a small e-commerce application, then report test findings. Students will have opportunity to build the test environment and write custom testware to support test execution. Prerequisite: Successful completion of all required classes. Fee: \$495

Item GB425	T. Wilk	NORTH, V2136
5 sessions		6:00 - 7:00pm

Class schedule:	Apr 4	6:00 - 7:00pm
	Apr 11	6:00 - 7:00pm
	Apr 25	6:00 - 7:00pm
	May 10	6:00 - 7:00pm
	May 23	6:00 - 8:00pm

Business and Professional Programs

Business Development & Marketing	16
Communication	16
Finance	17
Human Resources	18
Management & Supervision	19
Medical	19
Non-Profit Management	20
Project Management	20
Real Estate	22
Writing	22

Business Development & Marketing

Developing a Business Plan

Find out what investors and others are looking for in your business plan. You will develop a writing strategy for personal and business success—a compelling business plan with goals and action steps that articulates you and your company's unique advantages. Fee: \$79

Item G9813	M. Odell	NORTH, V1125
1 Thursday	May 17	6:00 - 9:00pm

Process Flowchart Documentation

Integrated flowchart documentation (IFD) is a systematic method for describing business processes in a modularized, graphic document format. You'll document a business procedure using narrative, flowcharts, tables, checklists, and logs. Learn how to plan the documentation for complex processes and gain state-of-the-art tools and templates for creating effective business process documentation. Fee: \$249

Item G9792	J. Graham	NORTH, V2133
1 Friday	Jun 8	8:00am - 4:30pm

REGISTER BEFORE
Mar. 26
SAVE
THE \$10 REGISTRATION FEE!

Starting Your Own Business

Take the first steps toward realizing your life's dreams! Find out what it takes to be a successful entrepreneur and what is needed to start your own business, including licenses, taxes, marketing, operations, and finances. Fee: \$79

Item G9798	M. Odell	NORTH, V1126
1 Thursday	Apr 26	6:00 - 9:00pm

Communication Skills

Active Listening

Few people have mastered the essential business skill of active listening. Genuine listening generates respect, rapport and trust. Individuals are more responsive to those who truly listen to them. In this workshop, discover the 5 things that get in the way of listening and how to overcome them. Decode hidden or subtle cues in others' words and body language. Learn how to keep an open mind and see the opportunities that may be right in front of you. Fee: \$75

Item G9805	P. Ziemann	NORTH, V1100
1 Monday	May 7	6:00 - 9:00pm

Easy Ways to Give Good Presentations

Managers and Leaders: Discover how easy it can be to give presentations that mark you as a leader. Topics: tips on composing speeches; being persuasive and audience-focused; translating technical data; choosing vivid language; organizing ideas; using voice and body language; answering questions; and using visual aids and humor. Fee: \$135

Item G9827	M. Buschmohle	NORTH, V1100
1 Tuesday	Jun 5	9:00am - 4:00pm

Facilitating Groups

Expand your ability to get the most out of your group interactions. This session provides novel ideas and techniques to widen your facilitation leadership skills. This workshop will enable you to offer greater value as a group leader, drawing the best out of people in meetings and retreats, while overcoming challenging situations, keeping people productive, and professionally handling difficult people and group dynamics. Great for those who need to help groups interact, brainstorm and work in teams. Fee: \$119

Item G9762	C. Shearer	NORTH, V1108
1 Friday	Apr 20	8:30am - 12:30pm

How to Write and Speak Persuasively

Gain tips for writing ads, flyers, letters, and brochures that promote your product, service, cause or you. Learn easy ways to write catchy headlines, convincing copy, testimonials, and offers that inspire readers to take action. Discuss how to market yourself and motivate others with the spoken word. Look and sound convincing by using questions, stories, persuasive formulas, and the voice and delivery techniques of broadcasters. Fee: \$135

Item G9806	M. Buschmohle	NORTH, V1100
1 Tuesday	May 8	9:00am - 4:00pm

It's Not What We Say It's How We Say It! Part 1

The words we use, tone of voice and body language dramatically affect how people respond to us. Communicate with confidence by learning specific ways to: get cooperation without forcing your ideas, be positive yet direct, handle annoying behavior tactfully, and learn the 12 words that "push people's buttons." Yields 2.75 PDUs. Fee: \$75

Item G9807	M. Ortmann	NORTH, V1125
1 Tuesday	May 8	6:00 - 9:00pm
Item G9819	M. Ortmann	NORTH, V1112
1 Thursday	May 31	9:00am - noon

It's Not What We Say It's How We Say It! Part 2: Advanced Skills in Effective Communication

Strong emotions often complicate communication. When tempers flare, verbal attacks and complaints can easily put people on the defensive. How we respond is crucial to the outcome. Navigate tense conversations with confidence drawing upon skills used in mediation and hostile negotiations. Learn and practice a powerful 3-step process that quickly calms negative emotions, gets to the bottom of the real issue and transforms difficult conversations into satisfying solutions. Instructor is a certified mediator. Recommended: Part 1. Yields 2.75 PDUs. Fee: \$75

Item G9810	M. Ortmann	NORTH, V1125
1 Tuesday	May 15	6:00 - 9:00pm
Item G9820	M. Ortmann	NORTH, V1112
1 Thursday	May 31	1:00 - 4:00pm

Reading Body Language and Non-Verbal Signals

This interactive workshop exposes the common myths about body language and shows how to read the hidden signs. Explore the messages you transmit when you walk, stand, sit, gesture, talk and think. Discover the signals you deliver at work, and know what your clothes and accessories reveal about you. Learn about body postures and the four variations in personal space. Become a better networker by understanding the territorial rules at networking events. Fee: \$89

Item G9799	C. Shearer	NORTH, V1108
1 Friday	Apr 27	8:30am - 12:30pm

Sound Like A Leader

Do you find yourself talked over in meetings? Do others take credit for your ideas? Is your promotion being delayed because you don't sound confident? Do your peers and managers take you seriously? Then it's time to take your voice and speaking style to its most professional level. Come and receive personal attention on techniques that will help get you heard and noticed at work for the right reasons. Topics include: voice projection, avoiding rambling and over-talking, choosing the right thing to say, influencing others with your voice, and speaking with confidence. Fee: \$89

Item G9825	A. Bernstein	NORTH, V1124
1 Thursday	Jun 7	6:00 - 9:00pm

Speaking Confidently for Non-Native Speakers

Have you taken ESL classes, but would still like to speak English better? Improve the way you speak



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FRI & SAT ... 7:30AM-3:00PM
SUN ... CLOSED

and communicate through tips and practice exercises on how to overcome the shyness and discomfort caused by not having English as your first language. Explore ways to develop an American accent, say difficult-to-pronounce words, converse with more emphasis and expressiveness so you can speak up at meetings, and get your ideas heard and acknowledged. Fee: \$135

Item G9755	M. Buschmole	NORTH, V1100
1 Tuesday	Apr 10	9:00am - 4:00pm
Item G9836	M. Buschmole	NORTH, V1104
1 Saturday	May 5	9:00am - 4:00pm

Team Presentations

This workshop is for executives, managers and all professionals who have to participate in team presentations to propose ideas, pursue projects, report on progress, disclose controversial matters, review environmental or sustainable issues in front of a committee, panel, council or board. This class addresses all levels of expertise. If you are a beginner, you will gain confidence, if you are experienced, this class will add polish. Fee: \$119

Item G9812	C. Shearer	NORTH, V1108
1 Thursday	May 17	9:00am - 1:00pm

WorkTalk: What to Say in Difficult Situations on the Job

Your complete course in workplace communications—how to make a great first impression, use voice and speaking techniques to sound authoritative, write clear e-mail and business documents, listening techniques, handling complaints confidently, saying no, giving effective feedback, being assertive to confront problems, and how to make all meetings more productive and satisfying. Complete workbook included. Fee: \$135

Item G9751	M. Buschmole	NORTH, V1100
1 Tuesday	Apr 17	9:00am - 4:00pm

Your Voice: the Most Important Tool in Your Professional Toolkit

Become a more engaging, dynamic communicator—when presenting, interviewing, facilitating meetings, or teaching—by improving your speaking style and the quality of your voice. In this unique and powerful workshop, practice easy-to-learn techniques for clarifying messages, creating pitch variety, strengthening your voice, and improving your breath support. Fee: \$75

Item G9800	A. Bernstein	NORTH, V1100
1 Monday	Apr 30	6:00 - 9:00pm

Finance and Investing

Finance and Accounting for Non-Financial Managers

Don't be baffled by "finance-speak." Gain a better grasp of basic accounting and finance concepts so you can understand your business better, communicate more effectively with management, and provide stronger business arguments to gain support for your ideas. Topics: basic accounting processes, reading financial reports, using key financial ratios and calculating ROI. **Course yields 17 strategic PHR/SPHR recertification units.** Required texts: *Financial Management: Basic*, and *Business Accounting*. Fee: \$329

Item G9811	J. Das	NORTH, V1104
6 Wednesdays	Apr 4 - May 9	6:00 - 9:00pm

Understanding Budgets

As a manager, you don't need to know how to do high-level accounting, but you do need to understand where the figures come from and what they mean. Understanding the budget process will improve your decision-making intelligence, provide

product strategy analysis, and enable you to present budgets to senior management. Learn to analyze financial statements and use ratios to analyze the performance of profit centers and cost information. Required text: *Budgeting*. Fee: \$179

Item G9750	J. Das	NORTH, V1104
3 Wednesdays	Jun 13 - Jun 27	6:00 - 9:00pm

NOTE: These classes are extremely popular and tend to fill up quickly; so we recommend early registration.

Instructor **Gatis Roze**, an MBA graduate of the Stanford Business School, is a Certified Market Technician (C.M.T.) and the past president of the Technical Securities Analysts Association (TSAA). After several successful entrepreneurial ventures, he has been a full-time money manager of his own account for over nineteen years. He is not affiliated with any marketing organizations. For more information, call (206) 521-9775.

Wall Street's Secret Weapon: Reading Stock Market Charts for Profit with Gatis Roze

A picture is worth a thousand words, but in the stock market, it's worth thousands of dollars. This two-hour seminar illustrates the many significant advantages of learning to read price and volume charts. We'll discuss those tools and websites that are unknown to the vast majority of the public but which are used profitably every day on Wall Street. Our objective is to teach investors to analyze their stocks, funds or ETF's quickly and easily without information-overload and to be able to tell whether their equities are acting bullish or bearish. For participants, understanding charts will increase their probability of making sensible investment decisions and healthy profits. Fee: \$54

Item G9756	G. Roze	NORTH, V1125
1 Wednesday	May 9	7:00 - 9:00pm

Fee includes tuition of \$49 and the syllabus fee of \$5

Successful Stock Market Investing: Putting It All Together with Gatis Roze

This 6-hour stock market seminar provides a complete step-by-step roadmap for the beginner to intermediate investor. Students will be given a detailed 200-page "take-home" kit which provides: (1) a 10-stage / 87-step framework into which your investing efforts can be organized, (2) specific elements of suggested daily and weekly routines, (3) an understanding of the tools professional money managers use, and (4) the most appropriate websites, books, and software for today's stock market. The course provides a comprehensive basket of "essentials" gleaned from a lifetime of investing by the instructor and 11 years of teaching this material at Bellevue College. Note: This seminar is a prerequisite for course #9753. Fee: \$219

Item G9754	G. Roze	NORTH, V1125
1 Saturday	May 12	9:00am - 3:00pm

Fee includes tuition of \$199 and the syllabus fee of \$20

HUMAN RESOURCES MANAGEMENT

CERTIFICATE

REGISTER FOR A FREE INFORMATION SESSION

Thursday, Apr 5	6:00 - 8:00pm
Item GCOFJ	M. Summers, SPHR . North, V1125
Friday, May 18	6:00 - 8:00pm
Item GCOFL	C. Coy, SPHR. North, V1125
Tuesday, Jun 5	6:00 - 8:00pm
Item GCOFK	M. Summers, SPHR . North, V1125

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

- Bellevue College is an Approved Provider for the Human Resource Certification Institute (HRCI®) — the internationally recognized certifying body for the HR profession.
- Hands-on program designed and taught by practicing HR professionals
- Courses provide real-world skills that you can apply directly to your workplace
- Bellevue College's HR Management program provides a solid foundation that helps participants prepare for the Professional in Human Resources (PHR®) credentialing examination.

Certificate requires a total of 123 course hours
REQUIRED COURSES
102 hours total

Course	Page
Human Resources Fundamentals	18
Recruiting and Retaining a Talented Workforce	19
Compensation Basics	18
Benefit Basics	18
Introduction to Employment Law	18
HR Systems and Metrics	18
Performance Management and Employee Relations	18
Human Resources Certificate Capstone	18

ELECTIVES

21 hours total

Course	Page
Advanced Compensation	*
Advanced Employment Law	18
Advanced Benefits	*
Employee Training and Development	*
Ethics and HR	18
HR as a Strategic Partner	*
Safety and Security	*
Strategic Planning for HR Managers	*
Working with Organized Employees	*

* See website for next course offering
enter "overview" in search box

Need more information?

Visit www.gotobcc.com/ce/hr

Contact Jerrie Gotz (425) 564-2549 or
jerrie.gotz@bellevuecollege.edu

Human Resources

You may work towards completing the entire
certificate program or take classes individually.

Advanced Employment Law

Utilizing practical scenarios and case studies, this course uses the information learned in Navigating the Confusing Waters of Employment Law to give you a greater understanding of the legal principles that govern the employee/employer relationship. Prerequisite: Introduction to Employment Law or equivalent knowledge. Fee: \$215

Item G9831	J. Hopkins, JD	NORTH, V1110
4 Mondays	Jun 25 - Jul 16	6:00pm - 9:00pm

Benefit Basics

Benefits are an important, but often complicated, facet of human resources; one employee's ideal benefit package may be unattractive to another employee. Gain an understanding of the essential elements of benefits packages, including mandatory benefits and differences between voluntary and regulated benefit plans. Required text: See website. Fee: \$279

Item G9775	K. Rothberg, PHR	NORTH, V1108
5 Mondays	Apr 16 - May 14	6:00 - 9:00pm

Compensation Basics

Learn how to pay your employees appropriately, and motivate and retain them within budget. Explore methods to properly pay your workers in a cost-effective, competitive, equitable, and legal manner. Examine compensation philosophy, strategy, and current practices including legal issues, base pay plans, incentive and sales compensation, and executive pay issues. Strategize establishment of a base compensation plan for your company. Required text: See website. Fee: \$279

Item G9774	R. Mangini, SPHR	NORTH, V1120
5 Thursdays	May 24 - Jun 21	6:00 - 9:00pm

Ethics and HR

HR professionals regularly face complex ethical situations. In this course, examine ethical issues that are specifically related to HR practices. Through readings, mini-lectures, case studies, and lively discussions, learn to navigate the gray areas in HR so that you can "do the right thing". Fee: \$135

Item G9782	J. Hopkins, JD	NORTH, V1127
2 Saturdays	May 12 - May 19	9:00am - noon

HR Systems and Metrics

Strategic HR management runs on data—critical information that enables HR professionals to make better decisions and sell HR initiatives to the C-Suite. Learn about the types of HR management systems, the RFP process for selecting a system, recordkeeping requirements for HR, the HR metrics you need to track, and what the future holds for HRIS. Required text: See website. Attending the first classroom-based session is required for completion. Fee: \$249

Item G9777	R. Mangini, SPHR	NORTH, V2139
5 Thursdays	Apr 12 - May 10	6:00 - 9:00pm

Human Resources

Certificate Capstone

Human Resources Management Certificate Capstone Course. Using actual workplace situations, learn to handle the same problems HR professionals encounter every day. Find out how state and federal laws, and organizational policies, politics, and practices can affect your decision process. Learn practical, real-world skills that you can apply to your own workplace. Prerequisites: Minimum of 90 Human Resources Management course hours, including HR Systems and Metrics. Fee: \$279

Item G9779	M. Summers, SPHR	NORTH, V1120
3 Saturdays	Jun 2 - Jun 16	9:00am - noon

Registration is by permission only due to the required prerequisites of completion of 90 Human Resources Management course hours, including HR Systems and Metrics. Please contact Customer Service at (425) 564-2263 to enroll in this class.

Human Resources Fundamentals

Obtain a broad overview of the human resources management field. Learn about the major areas of HR: employment law, benefits and compensation, staffing, talent management, risk management, and employee relations. You'll also discover the competencies needed to succeed in the HR field. This class is the recommended starting point for all HR Management Certificate Program participants. Required text: *Human Resource Management*, 13th ed. Fee: \$279

Item G9766	C. Coy, SPHR	NORTH, V1108
5 Thursdays	Apr 12 - May 10	6:00 - 9:00pm

Introduction to Employment Law

The class will cover an overview of federal employment laws, the rights they confer on employees, and the corresponding responsibility on employers, as well as the processes involved in enforcing these rights and respective responsibilities. In addition to an overview and analysis of the federal employment laws, the class will provide real case studies to provide students with an understanding of how the laws apply to each stage of employment and how such application translates to real employment settings. Required text: *The Employer's Legal Handbook*, 10th ed. Fee: \$249

Item G9776	C. Mehling, JD	NORTH, V1112
4 Tuesdays	May 8 - May 29	6:00 - 9:00pm

Performance Management and Employee Relations

Ensuring maximum performance from the most valuable asset of the organization—its employees—is the role of effective performance management systems and the focus of this class. Starting with the hiring decision and onboarding techniques, this class focuses on how to establish the foundation for achieving optimum individual performance which will drive organizational performance. Students will develop a checklist for onboarding, practice defining performance standards using the SMART process, evaluate performance evaluation methods, and design a format for conducting evaluation meetings. Effective employee relations techniques are also included in this class. Required text: *The Performance Appraisal Handbook: Legal and Practical Rules for Managers*, 2nd ed. Fee: \$249

Item G9778	M. Summers, SPHR	NORTH, V1112
4 Tuesdays	Apr 3 - Apr 24	6:00 - 9:00pm

Recruiting and Retaining a Talented Workforce

How do you find talented employees and keep them working with you and not your competitors? Take a step-by-step approach through the hiring process: advertising (both online and print), sourcing, screening, interviewing, reference checking, extending offers, and orienting new employees. Practice some of the techniques in class. Gain innovative retention strategies, as well as time-honored methods of keeping staff happy and productive. Required text: See website. Fee: \$249

Item G9772	L. Jack, MA	NORTH, V1104
4 Saturdays	Apr 7 - Apr 28	9:00am - noon
Item G9773	C. Coy, SPHR	NORTH, V1108
4 Wednesdays	May 23 - Jun 13	6:00 - 9:00pm

Management & Supervision

Coaching Skills for Leaders

Learn and practice the leadership skills essential in helping others realize their full potential. Through presentation, discussion, and group activities, this course addresses coaching and performance management, what it takes to be a good coach, effective communication, and coaching competencies. Fee: \$135

Item G9822	W. Cohen, SPHR	NORTH, V1110
2 Tuesdays	May 22 - May 29	6:00 - 9:00pm

Cultivating Collaboration: Building Strong Teams

Learn how to build strong teams and foster spirit, pride, commitment, and trust. Explore ways to motivate and inspire others and promote cooperative working relationships. Fee: \$135

Item G9796	Y. McGookin	NORTH, V1120
2 Wednesdays	Apr 18 - Apr 25	6:00 - 9:00pm

Dealing With Difficult People

Take the lead in establishing and maintaining successful working relationships. Learn practical, immediately applicable ways to enhance the quality of communication between yourself and others. Get beyond those emotional reactions to real communication. Learn the secrets of getting people to listen to you and follow your direction. With these tools, you will be more confident in your dealings with other people. Fee: \$135

Item G9817	L. Lazoff, MA	NORTH, V1108
2 sessions MW	May 21 - May 23	5:30 - 8:30pm

Dealing With Discord: the Manager as Mediator

Unresolved tension between employees can undermine productivity, morale and teamwork—and may escalate into costly turnover or legal action. Prevent the high cost of employee conflict by learning a powerful and effective 4-step/3-skill process that managers or team leaders can use to facilitate a resolution to any ongoing dispute between staff members. Instructor is a Certified Mediator. **Yields 5.5 PHR/SPHR re-certification units.** Fee: \$135

Item G9823	M. Orman	NORTH, V1112
1 Thursday	Jun 7	9:00am - 4:00pm

C# Certificate Programs

In-demand skills for today's software industry
See page 12

Full course and schedule information at
www.gotobcc.com/ce/C-Sharp

CONTINUING
EDUCATION

B BELLEVUE
COLLEGE



Effective Communication Skills for Managers

Excellent communication skills are a must in the workplace, and especially important for those in a leadership role. Hone your skills by developing a clearer understanding of the obstacles to clear communication, learning to recognize non-verbal cues, and practicing active listening. Acquire tips on giving clear instructions. Also discover your communication style and how to interact with those with different styles. Fee: \$135

Item G9824	Y. McGookin	NORTH, V1102
2 sessions TH	Jun 5 - Jun 7	6:00 - 9:00pm

Facilitating Meetings

Learn how to be an effective meeting facilitator through skillful planning and execution. Participants in this course will explore how to make better use of time, establish a greater meeting presence, gain participant respect, develop best practices, learn new ways to encourage participation, interact more effectively, and establish practical action plans. Great for those working for companies that run everyday, weekly or regular meetings, and need them to be more efficient. Fee: \$119

Item G9809	C. Shearer	NORTH, V1108
1 Friday	May 11	8:30am - 12:30pm

Leadership Case Studies:

Pulling It All Together

This capstone workshop gives you the opportunity to apply and synthesize the skills, knowledge, and techniques learned in previous leadership courses. Through discussion of various workplace situations, learn the best ways to handle problems managers encounter every day. Prerequisite: completion of at least three Leadership courses. Fee: \$135

Item G9803	A. Esham	NORTH, V1104
2 Mondays	May 14 - May 21	6:00 - 9:00pm

Manager's Toolbox

Are you looking for useful tips on how to work more efficiently? Tired of flavor-of-the-month management training? Acquire a set of practical management tools and techniques, based on classical, tried-and-true management theory

that you can apply on a day-to-day basis. These tools can immediately improve your ability to effectively manage your responsibilities, meet goals and deadlines, and get better results from team members. Fee: \$215

Item G9814	D. Rabison	NORTH, V1122
4 Saturdays	Apr 18 - May 19	9:30am - 12:30pm

Medical

Information Session for Online Medical Coding and Medical Transcription Programs

Join us for an information session to hear about both online programs: Medical Coding and Medical Transcription. In this session you will learn more about each program, including the amount of time it takes to complete them, the skills you need, and the career options available to you after successful completion. Registration required. Free

Item GCOKJ	A. Minks	NORTH, V1125
1 Wednesday	Apr 18	6:00 - 8:00pm
Item GCOEB	A. Minks	NORTH, V1100
1 Monday	May 21	6:00 - 8:00pm
Item GCOED	A. Minks	NORTH, V1125
1 Saturday	Jun 9	10:00am - noon

ONLINE Medical Transcription Editor

This online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. The programs online format provides students 24/7 access, is self-paced and is designed to be completed in one year or less. Additional details are available online. Fee: \$2,389

Item G9833
This online, self-paced course is available 24 hours/day, 7 days/week. Participants may register at any time and have up to 12 months to complete the course.

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Summer Program for Teens

FUN
classes.GREAT
instructors.CONVENIENT
location.

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ONLINE

Medical Transcription: A Self-Paced On-Line Learning Program

Learn an interesting and in-demand skill that allows you to work at home. Medical transcription is the process of creating hard copy documents from doctors' dictated reports. In addition to access to comprehensive online content, students receive reference materials and transcription equipment. You will also have access to experienced transcriptionists to assist you with your questions. Fee: \$1,950

Item G9832 Online
1 Friday Jun 15 8:00am - 8:00pm
This online, self-paced course is available 24 hours/day, 7 days/week. Participants may register at any time and have up to 12 months to complete the course.

ONLINE

Medical Transcription Editor Supplement

The Medical Transcription Editor Supplement online training program helps existing or previously trained medical transcriptionists develop the knowledge and skills they need to expand their resumes and work with speech recognition technology. The program focuses on teaching students to edit and format the transcribed documents generated by speech recognition technology. The program's online format provides students 24/7 access, is self-paced and is designed to be completed in 4 months or less. The cost includes all the necessary online materials and student support. Fee: \$600

Item G9834 Online
This online, self-paced course is available 24 hours/day, 7 days/week. Participants may register at any time and have up to 4 months to complete the course.

ONLINE

Outpatient Medical Coding and Billing: A Self-Paced Online Program

Looking for in-demand skills in a growing field? This comprehensive, interactive online program gives you the skills you need to succeed as a medical coder and biller. Medical coding and billing is the process of applying standardized codes to all medical procedures, services, and diagnoses to facilitate insurance reimbursement. Topics include ICD-9, CPT, and HCPCS codes. Study at home, and work at your own pace, taking up to one year to complete the course. Fee: \$1,950

Item G9835 Online
1 Friday Jun 15 8:00am - 8:00pm
This online, self-paced course is available 24 hours/day, 7 days/week. Participants may register at any time and have up to 12 months to complete the course.

Non-Profit Management

Grantwriting: Keys to Success Workshop

In this highly interactive workshop, learn the basic elements that must be present in every successful grant proposal. Understand what questions you must answer to be compelling to a funding agency, and develop a strategy for grant planning that will lead to success. Come to this workshop with an idea of the grant you want to write, and you'll leave with a good start on your proposal! Fee: \$135

Item G9815 S. McGee NORTH, V1021
1 Saturday May 19 9:00am - 4:00pm

Managing a Sustainable Volunteer Program

New!

Volunteers are an integral part of nonprofit agencies and public sector organizations. The effective integration and use of volunteers can greatly enhance an organization's ability to serve its clients, expand its mission, engage the community, and stretch limited financial resources. Identify the concepts, knowledge and skills necessary to plan, develop, implement, manage and sustain a successful volunteer program. Address the issues, challenges and benefits inherent in working with this valuable workforce. Fee: \$135

Item G9801 M. Trachtman NORTH, V1108
1 Friday May 4 9:00am - 4:00pm

Hands-on learning = Professional results.

Software Testing & Quality
Assurance Certificate Program
see page 14

www.gotobcc.com/ce/softwaretesting

PROJECT MANAGEMENT

CERTIFICATE



Bellevue College is a Project Management Institute Registered Education Provider. PMI®, PMP®, and PMBOK® are trademarks of the Project Management Institute, Inc. which is registered in the United States and other nations.

REGISTER FOR A FREE INFORMATION SESSION

Monday, Apr 2 6:00 - 8:00pm
Item GCOGH D. Spayth, PMP ... NORTH, V1125
Saturday, Apr 28 10:00am - noon
Item GCOFG A. Leahy, PMP ... NORTH, V1125
Wednesday, May 30 6:00 - 8:00pm
Item GCOFF D. Spayth, PMP ... NORTH, V1125

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

- Core classes count toward education requirements for the Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) certifications
- Practical skills taught by project management professionals
- Choose electives from a broad range of subject areas to customize your certificate
- Certificate requirement: completion of 150 required and elective course hours.

Certificate requires a total of 150 course hours REQUIRED COURSES

120 hours total

Course	Page
Introduction to Project Management	21
Project Planning and Scheduling Techniques	21
Project Execution and Control	21
Managing the Project Team	21
Project Communication Skills	21
MS Project for Project Managers	6
Project Management Practicum	21

ELECTIVES

30 hours total

See our website for a current, comprehensive list of electives.

Need more information?
Visit www.gotobcc.com/ce/pm
Contact Jerrie Gotz (425) 564-2549 or
jerrie.gotz@bellevuecollege.edu

Project Management

You may work towards completing the entire certificate program or take classes individually.

Agile Project Management

Agile provides a supportive framework for software development projects. See how Agile compares to classic project management methods. If you are new to Agile you will learn how to apply fundamental techniques. For those already versed in Agile, we'll provide best practices, tools, and discussions on how companies are using Agile. Topics: Iterative delivery of value, anticipating change, reducing project risk, and maintaining focus on priorities. **Yields 8 PDUs.** Prerequisite: Experience with software projects and basic computer literacy. Fee: \$299

Item G9757	G. Smith, PMP	NORTH, V1108
1 Saturday	Apr 7	8:00am - 5:00pm

Earned Value

The most common and powerful tool for the collection of information on and reporting of project status is the Earned Value Management System. This system integrates both cost and schedule to provide accurate tracking of project tasks. Learn to track performance by collecting information and measuring project status against a predetermined baseline. Practice techniques for creating and monitoring results to achieve positive project outcomes. Bring a calculator to class. Fee: \$179

Item G9763	G. Hills, PMP	NORTH, V1108
1 Friday	Jun 1	9:00am - 4:00pm

Introduction to Project Management

Whether you're looking at career advancement or simply a way to get a job done well, project management offers valuable skills. Learn why the tools and techniques project management professionals use are effective in both professional and personal endeavors. Apply concepts based on the Project Management Body of Knowledge (PMBOK®) to group projects. Required texts: *The Guide to the Project Management Body of Knowledge*, 4th ed. and *The Fast Forward MBA in Project Management*, 4th ed. Required 8C module: Purchase in bookstore or see website for download. Fee: \$349

Item G9758	M. Klinck, PMP	NORTH, V1125
5 Mondays	Apr 16 - May 14	6:00 - 9:00pm
Item G9753	A. Leahy, PMP	NORTH, V1104
5 sessions TTh	Apr 17 - May 1	12:00 - 3:00pm
Item G9765	K. McHugh, PMP	NORTH, V1108
5 Saturdays	May 5 - Jun 9	9:00am - noon

Managing Small Projects

Are you new to managing small projects or seeking ways to manage them more effectively? Learn basic project management concepts based on Project Management Institute best practices and acquire practical tools and techniques. Come away with checklists and templates that you can use immediately. Focus: 1- to 6-month projects for a single business unit and decision-maker with up to ten team members. Required text: *Project Management for Small Projects*. **Yields 5.5 PHR/SPHR recertification units.** Fee: \$179

Item G9752	S. Thompson, PMP	NORTH, V1108
2 Saturdays	Apr 14 - Apr 21	1:00 - 4:00pm

Managing the Project Team

Project management comes down to how well people work together. Explore how you can build high performing teams by understanding team dynamics and applying the latest theories in human motivation. Assess your communication style and leadership tendencies. Learn how to adapt your style to suit the diverse needs of team members and to facilitate conflict. Come away with exercises, tips and tools to set your team up for success. Recommended: *Guide to the Project Management Body of Knowledge*, 4th ed. and *Fast Forward MBA in Project Management*, 3rd ed. Required: 1-5peak Your Language book and questionnaire. Fee: \$349

Item G9759	S. Thompson, PMP	NORTH, V1104
5 sessions TTh	May 1 - May 15	6:00 - 9:00pm
Item G9769	S. Thompson, PMP	NORTH, V1108
2 Fridays	Jun 8 - Jun 15	9:00am - 5:30pm

Project Communication Skills

Communication is a critical, but often overlooked, component of effective project management. In this interactive class, develop top-notch communication skills for project management success. Learn communication tools, techniques, and best practices that will help you successfully execute and complete your projects. Prerequisite: Introduction to Project Management and to have read chapter 1 of the required text below. **Yields 11 PDUs.** Required text: *Project Management Communications Bible*. Fee: \$279

Item G9802	W. Dow, PMP	NORTH, V1112
3 Saturdays	Apr 21 - May 5	9:00am - 1:00pm

Project Execution and Control

Without careful monitoring and control, many projects fail to achieve the expected results. Learn processes to monitor and control the time, cost, and quality of project deliverables with effective communication, quality, change, and procurement management plans. Apply these and other concepts using a PM case study. Prerequisites: Intro to PM and Proj Plan & Sched. Required texts: *The Guide to the Project Management Body of Knowledge*, 4th ed. and *The Fast Forward MBA in Project Management*, 4th ed. Required 8C module: Purchase in bookstore or see website for download. Fee: \$349

Registration is by permission only due to the required prerequisites of "Introduction to Project Management" and "Project Planning and Scheduling Techniques". Please contact Customer Service at (425) 564-2263 to enroll in this class.

Item G9760	D. Spayth, PMP	NORTH, V1108
5 Wednesdays	Apr 18 - May 16	6:00 - 9:00pm
Item G9771	S. Thompson, PMP	NORTH, V1104
5 sessions TTh	May 31 - Jun 14	6:00 - 9:00pm

Project Management Practicum

Project Management Certificate capstone course. Apply and synthesize the skills, knowledge, and techniques learned in previous Project Management courses. Work with a team on an actual project, receiving valuable feedback from the group and the instructor. Class requires hard work in class and 6-10 hours of homework during the week. Prerequisite: Completion of all other required Project Management Certificate courses (60 hours), except MS Project, which may be taken concurrently. Fee: \$475

Item G9768	A. Leahy, PMP	NORTH, V1128
11 Thursdays	Apr 5 - Jun 14	6:00 - 9:00pm

Registration is by permission only due to the required prereq-

uisites of completion of all other required Project Management Certificate courses (60 hours), except MS Project. Please contact Customer Service at (425) 564-2263 to enroll in this class.

Project Planning and Scheduling Techniques

The better we plan, the better we can execute on time and within budget to meet customer expectations and organizational objectives. Discover proven techniques to plan and schedule projects successfully. A final group project provides the chance to apply these and other project management tools and concepts. Prerequisite: Intro to PM. Required texts: *The Guide to the Project Management Body of Knowledge*, 4th ed. and *The Fast Forward MBA in Project Management*, 4th ed. Required 8C module: Purchase in bookstore or see website for download. Fee: \$349

Registration is by permission only due to the required prerequisite of "Introduction to Project Management." Please contact Customer Service at (425) 564-2263 to enroll in this class.

Item G9781	K. McHugh, PMP	NORTH, V1108
5 Tuesdays	Apr 17 - May 15	6:00pm - 9:00pm

Item G9761	J. Bask, PMP	NORTH, V1104
5 sessions TTh	May 3 - May 17	1:00 - 4:00pm

Item G9770	G. Hills, PMP	NORTH, V1108
5 Tuesdays	May 22 - Jun 19	6:00 - 9:00pm

Project Start-Up Tips

Having trouble getting a project started? Learn tips to help you plan for your kick-off meeting and to get organized for the first steps of the project. Practice what you've learned with class exercises. Strongly recommended for Practicum participants. Fee: \$149

Item G9797	S. Thompson, PMP	NORTH, V1110
2 Thursdays	Apr 19 - Apr 26	6:00 - 9:00pm

PMP® Exam Preparation

This course utilizes proven strategies of internationally recognized PMP® exam expert Rita Mulcahy to help students successfully prepare for the PMP exam. Review core PMBOK® Guide concepts and terms. Reinforce your skills with exercises and practice exams. Learn test-taking tips to help you avoid pitfalls on exam day. Prerequisite: All required Project Management Certificate courses or equivalent. Required texts: *PMP Exam Preparation* and *The Guide to the Project Management Body of Knowledge*, 4th ed. Fee: \$579

Item G9764	S. Thompson, PMP	NORTH, V1128
7 Wednesdays	Apr 25 - Jun 6	6:00 - 9:00pm

Understanding and Developing a Work Breakdown Structure

A Work Breakdown Structure (WBS) gives stakeholders a vision of the project scope, provides a framework for deliverables, and ensures that you have accounted for all the work to be performed while eliminating superfluous work that's not included in the scope. Learn how the WBS can give structure and coherence to a project by providing the basis for creating tasks, a schedule, and costs for budget estimates. Required text: *Practice Standard for Work Breakdown Structures*, 2nd ed. Fee: \$149

Item G9767	G. Richie, PMP	NORTH, V1102
2 sessions MW	Jun 11 - Jun 13	6:00 - 9:00pm



Are you bilingual? Turn your language skills into a career.

Translation & Interpretation Credit Certificate Program See page 41.

Full course and schedule information
at www.gotobcc.com/ce/ti

Why Projects Succeed: A Top Ten List You Can Use

The Standish Group's annual "CHAOS Report" on project success rates shows that only 33% of projects are successful (on time and on budget). Wouldn't you love to know what makes those 33% successful? Learn ten critical factors for project success and the guiding principles for each. Discuss positive and negative project examples and explore actionable steps for implementing each success factor in your projects. Fee: \$75

Item W9811	R. Kastner, PMP	NORTH, V1100
1 Monday	Mar 19	6:00 - 9:00pm

Students apply knowledge learned in "Principles of Appraising" by developing graded form reports, and applying techniques to narrative reports. Includes overview of approaches to value and valuation procedures for residential applications. Approved for continuing education for real estate licensees. Required text: See website. Fee: \$224

Item G9828	S. Baenen	Online
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ONLINE Principles of Appraising

Required for appraiser licensing and certification. Meets criteria set by the Appraisal Foundation for Basic Appraisal Principles. Includes, economic principles impacting appraisals, forms of ownership, appraisal tasks, principle of supply and demand. Approaches to value: Cost, Income, Sales Comparison. Current issues. Graded student project. Approved for continuing education for real estate licensees. Required text: See website. Fee: \$224

Item G9831	S. Baenen	Online
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Real Estate

Our Real Estate classes are self-paced, online courses approved by the Washington State Department of Licensing. The courses are taught by experienced Real Estate professionals who will monitor your progress and answer any questions you have. If you would like more information, please visit our website www.gotobcc.com/ce/realstate or contact Jerrie Gotz at jerrie.gotz@bellevuecollege.edu or (425) 564-2549. Registration is open now through May 14 for spring quarter. Class may be accessed as early as April 2. Class must be finished by June 15. All online courses are subject to regular college distance education scheduled breaks. Expect approximately one week from time of registration to be granted access to the online class.

WEBINAR Real Estate Information Session

Learn about BC's real estate classes. How do you get started? What topics are included? Which courses are best suited for your needs? Are there any entrance requirements? All you want to know and more. Registration required. Free

Item GCOFR	S. Baenen	Webinar
1 Monday	Apr 2	12:00 - 1:00pm
Item GCOFR	S. Baenen	Webinar
1 Wednesday	Jun 13	12:00 - 1:00pm

ONLINE Appraisal Procedures

Prereq: Principles of Appraising. Meets criteria set by the Appraisal Foundation for Basic Appraisal Procedures and for appraiser pre-licensing education.

ONLINE Real Estate Practices

This is the second required course prior to first broker's license. Explore agency relationships, listings and evaluating techniques, in depth analysis of the purchase and sale agreements, residential financing, the closing process, marketing, negotiation, business skills and procedures, environmental issues, governmental agencies, and real estate math. Seasoned real estate instructors will answer your questions and give you feedback on your work. Prerequisite: Washington Real Estate Fundamentals. Required text: See website. Fee: \$224

Item G9830	S. Baenen	Online
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ONLINE Washington Real Estate Fundamentals

This Washington State DOL-approved entry-level course is designed for buyers, sellers, investors, and any others interested in obtaining a real estate license. This is the first required course prior to first broker's license. Topics include ownership rights, contract law, agency law, listing agreements and procedures, the selling process, valuation, finance, leasing, property management, landlord tenant law, license law and fair housing. Required text: See website. Fee: \$384

Item G9829	S. Baenen	Online
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TECHNICAL WRITING

CERTIFICATE

REGISTER FOR A FREE INFORMATION SESSION

Tuesday, Apr 17 6:00 - 8:00pm

Item GCOGD	D. Proffitt-Schrag	North, V1125
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Thursday, May 10 6:00 - 8:00pm

Item GCOGB	D. Proffitt-Schrag	North, V1125
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Monday, Jun 4 6:00 - 8:00pm

Item GCOGA	D. Proffitt-Schrag	North, V1125
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Register by calling (425) 564-2263 or
online at www.gotobcc.com.

The Technical Writing certificate program is designed for technical writers and editors who want to develop technical writing skills, or career changers with strong writing talent who want to broaden their skills.

Certificate requires a total of 110 course hours

REQUIRED COURSES

87 hours total

Course	Page
Fundamentals of Technical Writing	23
Fundamentals of Document Design	23
Professional Editing I	23
Usability Workshop	23
Creating Style Guides	23
Developing Web Content	23
Technical Writing Certificate Capstone	23

ELECTIVES

23 hours total

Course	Page
Authoring Help	*
Fundamentals of Marketing Communication	23
Process Flowchart Documentation	16
Introduction to Blogging	23
Professional Proofreading	*
Word Styles and Templates	23
Writing White Papers	23

* See website for next course offering
enter "overview" in search box

Need more information?

www.gotobcc.com/ce/techcomm

Contact Jerrie Gotz at (425) 564-2549 or
jerrie.gotz@bellevuecollege.edu

Writing

You may work towards completing the entire certificate program or take classes individually.

Business Writing Essentials

In this highly interactive course, discover ways to improve your written communication. Through work on actual writing samples, learn to write in a clear, concise manner, while avoiding common grammar mistakes and meeting your readers' needs. Add useful organizing templates to your writing toolkit to quickly organize your ideas. Required: Bring two short, non-confidential writing samples to class. Fee: \$135

Item G9804 Staff NORTH, V1104
3 Mondays Apr 30 - May 14 6:00 - 9:00pm

Creating Style Guides

What is a style guide? In this short course, you will learn about the purpose and importance of style guides and manuals in technical writing and editing. Become familiar with widely used style manuals and the elements of style they cover. Learn how style guides and project style sheets can help protect your organization's intellectual property and increase the professionalism of its documentation. In the first session, you will begin planning and drafting a style guide for an organization or a project of your choosing. Prerequisite: Professional Editing I or equivalent experience. Required text: *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th edition. Fee: \$135

Item G9788 Staff NORTH, V2133
2 Mondays Jun 4 - Jun 11 6:00 - 9:00pm

Developing Web Content

What keeps readers on a web page? What frustrations cause them to leave? Discover how to write and organize web content that meets the needs of your readers. Using in-class exercises and take-home assignments, you'll learn ways to focus your message, enhance the readability of your content, and help readers find what they need. You'll also learn how to use illustrations effectively. Note: this class does not cover blogging or twittering. Required text: *Letting Go of the Words: Writing Web Content That Works*. Fee: \$299

Item G9789 S. Smith NORTH, V2126
5 Saturdays Apr 21 - May 19 9:00am - noon

Fundamentals of

Document Design

Learn how to apply basic design concepts and typography to page design and layout for print documentation. Prerequisite: Strong Word skills. Recommended: Experience with page layout software such as InDesign. Required text: *The Non-Designer's Design Book*, 3rd ed. Fee: \$299

Item G9785 J. Welinske NORTH, V2136
5 Mondays Apr 16 - May 14 6:00 - 9:00pm

Fundamentals of Marketing Communication

Learn to craft effective marketing materials in this hands-on course. Explore what should and shouldn't be included in various types of marketing communication, and practice writing sales letters and press releases. By the end of the course, you'll have mul-

tiples portfolio pieces to show to prospective clients. Required text: *The Copywriter's Handbook*. Fee: \$255

Item G9791 S. Carmichael Jones NORTH, V2126
5 Thursdays May 10 - Jun 7 6:00 - 9:00pm

Fundamentals of Technical Writing

Designed for both entry-level and experienced writers, this practical, hands-on course provides an introduction to technical writing. Learn the critical elements of audience, project design, language, use of graphics, editing, and problem solving. Working in groups, students gain practice and performance feedback in real-life technical writing exercises. Required text: *Technical Communication Fundamentals*. Fee: \$299

Item G9784 S. Johnson NORTH, V2126
5 Thursdays Apr 5 - May 3 6:00 - 9:00pm

Item G9783 D. Proffitt-Schrag NORTH, V2139
5 Tuesdays May 22 - Jun 19 6:00 - 9:00pm

Grammar Review: A

Writing Skills Tune-up

Anyone who writes on the job needs a current knowledge of grammar and usage to achieve professional proficiency. Revisit the rules of grammar, including parts of speech, pronoun usage, and punctuation, and reinforce them through in-class exercises. Workbook provided. Does not apply as an elective in the Tech Comm certificate programs. Fee: \$135

Item G9818 J. Staples NORTH, V1104
2 sessions TTh May 22 - May 24 6:00 - 9:00pm

Introduction to Blogging

Blogging has emerged as a popular and wide-reaching tool for professional communication. This class provides an overview of how blogging can be used effectively in a professional context. You will learn how to establish goals for professional blogging, style and tone for blog entries, the tools and mechanics of blogs, ethical issues, and tips for success. Fee: \$135

Item G9794 J. Pope NORTH, V2139
2 Wednesdays Jun 13 - Jun 20 9:00am - noon

Professional Editing I

This course introduces you to the fundamentals of copyediting as applied to technical communications. Learn the role of the editor, the publishing cycles for print and online documents, the levels of editing, the elements of editorial style, and the function of style manuals and project style sheets. Using the "Track Changes" feature in Microsoft Word, edit text for consistency and conciseness and write effective comments and queries for authors. Recommended prerequisite: Grammar Review—A Writing Skills Tune-Up. Required text: *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications* and *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th edition. Fee: \$299

Item G9786 S. Johnson NORTH, V2133
5 Wednesdays May 9 - Jun 6 6:00 - 9:00pm

Technical Writing

Certificate Capstone

The Technical Writing Certificate Program culminates in a Capstone project in which candidates demonstrate mastery of certificate program objectives. Students work individually to develop and

write a technical document that will demonstrate technical writing skills. A faculty instructor supports the student throughout the project and provides performance feedback at the completion of the Capstone. Fee: \$450

Item G9790 Staff NORTH, TBA
Apr 2 - Jul 2

Registration is by permission only due to the prerequisite of successful completion of all required courses. Please contact Customer Service at 425-564-2263 to enroll in this class. Two classroom-based sessions are held at North Campus on April 2 and June 4, from 6:00 PM - 8:00 PM, and course will require time outside of class in development and writing of final project. Please see course syllabus for assignment timelines and due dates.

Technical Writing Information Session

Would you like to know more about the field of technical writing and communication but are not sure how to get started? BCC's technical communication programs offer a wide variety of choices. In this orientation, you'll learn about our three programs, the basic requirements, job opportunities, and what courses are best suited for your needs. Registration required. Free

Item GCOGD D. Proffitt-Schrag NORTH, V1125
1 Tuesday Apr 17 6:00 - 8:00pm

Item GCOGB D. Proffitt-Schrag NORTH, V1125
1 Thursday May 10 6:00 - 8:00pm

Item GCOGA D. Proffitt-Schrag NORTH, V1125
1 Monday Jun 4 6:00 - 8:00pm

Usability Workshop

Learn how to create varied types of documentation that are effective for the users. Explore usability issues for print documents, websites, and help systems. Practice applying usability testing principles through in-class exercises and assigned homework. Required text: *Handbook of Usability Testing: How to Plan, Design, and Conduct Effective Tests*, 2nd edition. Fee: \$179

Item G9787 S. Candler NORTH, V2140
3 Saturdays Jun 2 - Jun 16 9:00am - noon

Word Styles and Templates

Technical writers and editors need expertise in using styles and templates in Microsoft Word. This class provides an introduction to creating and applying styles and templates, and shows you how to use these features to work faster and more efficiently. Prerequisites: Basic formatting skills in Word 2010. Note: This class is specifically designed for Word 2010. Fee: \$135

Item G9793 J. Pope NORTH, V2133
2 Wednesdays Apr 11 - Apr 18 9:00am - noon

Writing White Papers

Writing a white paper requires a combination of technical knowledge, marketing savvy, sensitivity to audience, ability to relate with subject matter experts, and writing skills. Learn to identify the purpose, the readers, and how a white paper is different from other forms of technical writing. Prerequisite: Fundamentals of Tech Writing or equivalent experience. Required text: *Writing White Papers: How to Capture Readers and Keep Them Engaged*. Fee: \$255

Item G9808 Staff NORTH, V2128
5 Tuesdays Apr 10 - May 8 6:00 - 9:00pm

Arts & Design

Art of Craft.....	30
Graphic Design	24
Literary Arts	28
Performing Arts	28
Professional Development.....	25
Publishing Institute.....	28
Visual Arts	25

Graphic Design

You may work towards completing the entire certificate program or take classes individually.

Color in the Digital Age

This course is designed for artists interested in color theory fundamentals and the practical application of color in graphic design. Learn about the color wheel and color harmony and explore the emotional messages of color. Receive an introduction to how color is created in the most common graphic design software applications. Class includes lectures, discussions, and group exercises. Completion of Photoshop Level 1 strongly recommended. Required text: *Designer's Color Manual: The Complete Guide to Color Theory and Application*. [Text available at online book retailers only.] Bring a USB drive to first class. Fee: \$165

Item G9458 C. Bigelow NORTH, V2139
4 Mondays Apr 9 - Apr 30 6:00 - 8:30pm

Graphic Design Basics

All forms of visual art are based on fundamental principles of aesthetic design. Learn basic design terminology and concepts and create two-dimensional abstract compositions using the elements of line, shape, space, value and color. Explore page and image management methods such as scaling, cropping and overlapping. Learn about information architecture and content hierarchy and how to assemble type and images using a grid. Required text: *Design Basics Index*. Fee: \$215

Item G9489 A. Rhodes NORTH, V1110
8 Wednesdays Apr 18 - Jun 6 6:00 - 8:00pm

Production and Portfolio Review

This course is the last class in the Graphic Design Certificate Program and covers the print production process and developing an online portfolio. Discuss methods for preparing files and working with printers. Learn the basics for creating an online portfolio and developing a web presence. Present your online portfolio to the class. Required text: *Real World Print Production with Adobe CS Applications and Designing a Digital Portfolio*, 2nd ed. Prerequisite: successful completion of all required and elective classes or with program permission. Fee: \$235

Item G9521 S. Straub-Martin NORTH, V2139
4 Wednesdays May 23 - Jun 13 6:00 - 8:30pm



GRAPHIC DESIGN

CERTIFICATE

REGISTER FOR A FREE INFORMATION SESSION

Wednesday, Mar 14 6:00 - 7:00pm

Item WCOBB G. Bachmeier NORTH, V1102

Tuesday, Jun 12 6:00 - 7:00pm

Item GCOBA G. Bachmeier NORTH, V1125

Register by calling (425) 564-2263 or
online at www.gotobcc.com.

Turn your creativity into a career.

- Courses combine artistic and technical training
- Practical, work-ready skills
- Small hands-on courses taught by successful designers
- Flexible program designed to work around your schedule

The program is separated into three units of study that build upon each other:

- Unit 1: Concepts and foundations of a career in graphic design.
- Unit 2: Hands-on skills with graphic design tools.
- Unit 3: Application of concepts and skills toward portfolio-ready graphic design pieces. Students develop portfolio pieces as part of this unit.

- Unit 1 and 2 classes can be taken simultaneously and in any order.
- Unit 3 classes are to be taken after successful completion of Unit 1 and 2 classes.

Certificate requires a total of 204 course hours
REQUIRED COURSES
99 hours total

Course	Page
Color in the Digital Age (Unit 1)	24
Graphic Design Basics (Unit 1)	24
Typography (Unit 1)	25
Illustrator (Unit 2)	6
InDesign (Unit 2)	6
Photoshop: Level 1 (Unit 2)	6
The Business of Graphic Design (Unit 3)	24
Production and Portfolio Review (Unit 3)	24

ELECTIVES

105 hours total

Art by Hand (Unit 2). Choose ONE from the following:

Course	Page
Drawing: Beginning	26
Drawing Fundamentals	26
Drawing in Color	26
Figure Drawing: Beginning	26

Advanced Digital Art (Unit 2).

Course	Page
Designing Effective Websites	7
Flash: Level 1	8
Photoshop: Level 2	6
Web Graphics 1	8
XHTML: Level 1	7

Portfolio (Unit 3). Choose FOUR.

Course	Page
Advertising Design	25
Brochure, Catalog and Direct Mail Design	*
Corporate Presentations	25
Logo, Icon and Symbol Design	*
Poster, CD and Book Cover Design	*
Watercolor for Illustration	25

* See website for next course offering
enter "overview" in search box

Need more information? Visit www.gotobcc.com/ce/gd

Contact Gabrielle Bachmeier at (425) 564-2954 or gabrielle.bachmeier@bellevuecollege.edu

The Business of Graphic Design

Whether you plan to freelance or manage a firm, graphic designers need to understand the nuts and bolts of the business. Learn how to uncover client needs, estimate costs, establish pricing, negotiate solutions, market yourself, prepare contractual agreements, and understand intellectual property essentials. Explore techniques for collaborating with

other professionals. Required texts: *The Creative Business Guide to Running a Graphic Design Business* and *Graphic Artists Guild Handbook: Pricing & Ethical Guidelines* 13 Ed. Prerequisite: Completion of Unit 1 and 2 level classes or with program permission. Fee: \$165

Item G9463 S. Straub-Martin NORTH, V1102
4 Wednesdays Apr 18 - May 9 6:00 - 8:30pm

Typography

This course is designed for anyone interested in learning more about the fundamentals of typography. Students will learn about type weight, scale, style, font, kerning, leading, alignment and more. Class includes lectures, discussions, and group exercises. Required text: *Typography Essentials: 100 Principles for Working with Type*. See website for supply list. Fee: \$165

Item G9485 A. Turk NORTH, V1120
4 Tuesdays May 8 - May 29 6:30 - 9:00pm

Advertising Design

Learn what makes for effective advertising visuals and apply concepts learned in Unit 1 and tools learned in Unit 2 to create magazine, newspaper and/or online ads to incorporate into your portfolio. Course is conducted in a workshop format; portfolio pieces developed through homework and in-class critiques. Refinement will occur throughout the course and work on a computer outside of class is vital. Prerequisite: Completion of Unit 1 and 2 level classes or with program permission, completion of Illustrator and/or InDesign is essential. Fee: \$215

Item G9509 A. Rhodes NORTH, V1021
5 Thursdays May 10 - Jun 7 6:00 - 9:00pm

Corporate Presentations

Apply concepts learned in Unit 1 and tools learned in Unit 2 to create PowerPoint presentations, newsletters, information documents and/or internal communication templates to incorporate into your portfolio. Course is conducted in a workshop format; portfolio pieces developed through homework and in-class critiques. Refinement will occur throughout the course and work on a computer outside of class is vital. Prerequisite: Completion of Unit 1 and 2 level classes or with program permission, completion of Illustrator and/or InDesign is essential. Fee: \$215

Item G9462 S. Straub-Martin NORTH, V1021
5 Tuesdays Apr 10 - May 8 6:00 - 9:00pm

Watercolor for Illustration

Explore the basic techniques needed to plan and create finished watercolor paintings for framing or for the illustration market by experimenting with washes, gradients, values, texture and glazes. Learn to make color and pigment decisions, how to take a painting concept from sketch, to color comp, to a finished painting ready for reproduction. Class ends with a discussion of Photoshop touch-up techniques and internet delivery. See website for supply list. Fee: \$215

Item G9523 S. Haight NORTH, V1058
10 Thursdays Apr 12 - Jun 14 6:00 - 9:00pm

Professional Development Blogging and Social Networking 101

See pg. 32

Create a Website for Fun, Profit and Business

See pg. 32

Web Design Certificate Program

The Web Design Certificate designed by Web professionals

See page 7.

Full course and schedule information at
www.gotobcc.com/ce/webdesign



CONTINUING



Interior Design Overview:

Workshop Intensive

Immerse yourself in this intensive interior-design workshop; professional designer Pat Quigley will give you the confidence you need to redecorate or explore a new career. Get insight into the actual process designers use when creating effective and pleasing spaces. Topics: selecting color, creating layouts, finding materials, using new/traditional methods, lighting and accessorizing. Fee: \$205

Item G9456 P. Quigley NORTH, V1120
2 Saturdays Apr 21 - Apr 28 9:00am - 5:00pm

Make Money Selling Crafts at Fairs & Festivals

New!

Always wanted to sell crafts at local festivals but had no idea where to start? Confused about the whole process? Take heart! This fun dynamic class covers: creating an idea, forming a plan, funding ideas under \$200, finding shows, how to apply, preparing for your show, creating your booth, displaying your products, building your business and much more! Selling crafts can be a fun and rewarding experience. Come find out more! For the new or experienced crafter. Course includes informative booklet. Instructor is an experienced crafter and marketing specialist. Fee: \$39

Item C8982 L. Ronnestad NORTH, V1102
1 Tuesday Apr 17 6:00 - 8:00pm

Turning Your Art Into Cards

Are you a visual artist looking for a way to make a profit from your art? Learn how to enter the note card business; including how to make, price and market your own cards. Explore the opportunities to license your art to commercial card companies: learn who these companies are, what rights they seek, and what fees they pay. Class includes critiques of your own art for cards. Open to all visual artists and all levels of experience. Bring 10 samples of your work to first class, prints, scans or saved files are fine. Fee: \$169

Item C9527 R. Rortner NORTH, V1127
4 Wednesdays Apr 4 - Apr 25 6:00 - 9:00pm

Visual Arts

DRAWING

Cartoon Illustration

New!

Become the cartoonist you always dreamed of, for comic books, comic strips, or to design characters for videogames or animations. In this introduction to the art of cartooning, you'll learn how to convey emotion, motion, depth, color, texture, and lighting through cartoons, letter for word bubbles, storyboard, and publish your comics. You will leave the class with a cartooning portfolio and a showcase piece. Basic drawing skills recommended. See website for supply list. Fee: \$205

Item G9475 E. Price NORTH, V1058
8 Mondays Apr 2 - May 21 6:00 - 9:00pm

Children's Book Illustration

Immerse yourself in the world of children's book illustration with this introductory course. Using a variety of media, you'll learn basic techniques to complete illustrations for young readers. Also learn about the business side of children's book illustration, including what it takes to get your work seen by the right people as well as lessons about successful illustrators from the past. Craig Orback is an award-winning illustrator of over 15 children's books. Prerequisite: Basic drawing skills. Out-of-class drawing assignments required. For supply list, see website. Fee: \$149

Item G9514 C. Orback NORTH, V1058
8 Saturdays Apr 14 - Jun 9 10:00am - 12:30pm
No class 5/26

Children's Book Illustration: Level II

In this intermediate class, you'll learn step-by-step how to create a children's picture book from an initial storyboard to a finished dummy ready to mail to publishers. Create sketches for your story as well as a couple of finished illustrations in color. Use your own story that you've always longed to illustrate, or create your own take on a popular folktale. Fee: \$189

G9531 C. Orback NORTH, V1058
8 Saturdays Apr 14 - Jun 9 1:00 - 4:00pm
No class 5/26

Drawing Fundamentals

In this introduction to the art of drawing, you explore the language of drawing and develop observational abilities and rendering skills. The instructor presents methods of describing objects in terms of line, value, shape and texture. Course projects help you explore the principles of light, space, composition and perspective using a variety of media and techniques. See website for supply list. Fee: \$165

Item G9518 E. McLaughlin NORTH, V1054
5 Tuesdays May 15 - Jun 12 6:00 - 9:00pm

Drawing in Color

Develop your drawing skills and learn color theory techniques by trying out pastels, Prismacolor pencils, oil pastels, and other color drawing media. Work from striking still life subjects, such as exotic botanicals, portraits and individual interests and themes. See website for supply list. Fee: \$215

Item G9507 V. Paquette NORTH, V1058
10 Wednesdays Apr 4 - Jun 6 6:00 - 9:00pm

Drawing: Beginning

This course is designed for students who want to develop fundamental drawing skills. You will learn how to render realistic drawings by being introduced to perspective, line, mass, value, tone, light, form and composition. Using observation and working from still-lives you will practice these concepts while exploring various drawing media, including charcoal and graphite. No prerequisites. Returning students welcome. See website for supply list. Fee: \$215

Item G9526 K. Lyles NORTH, V1054
9 Mondays Apr 2 - Jun 18 7:00 - 10:00pm
No class 4/23, 4/30 or 5/28

Item G9525 C. Cooney-Wickett NORTH, V1054
10 Saturdays Apr 7 - Jun 16 9:30am - 12:30pm
No class 5/26

Fashion Illustration

Immerse yourself in the world of fashion illustration. Learn how to draw the fashion figure and communicate apparel design details, including how to analyze and illustrate garment styles and fabric drape. Students will be introduced to various types of fashion art and begin to develop a "designer's eye". Course taught by a designer with several years of experience in the fashion industry. See website for supply list. Fee: \$205

Item G9481 N. Paul NORTH, V1021
8 Wednesdays Apr 4 - May 30 6:00 - 9:00pm
No class 5/23

Figure Drawing: Beginning

Focus on the human form and portraiture using a variety of materials and processes. Topics: gesture, contour, proportion and form in light. Reproductions of figure drawings facilitate ideas and encourage individual expression. Bring a newsprint pad (18" x 24"), soft charcoal, and a 4B pencil to the first class. Recommended: Basic drawing skills. Fee: \$235

Item G9495 C. Cooney-Wickett NORTH, V1054
8 Thursdays Apr 12 - May 31 6:30 - 9:30pm

PAINTING

Acrylics: Beginning

A great intro class for beginners or as a re-examination of fundamentals for any skill level. Starting with still life, we'll study composition, basic color theory

SUPPLY LISTS FOR ARTS & DESIGN CLASSES

Please follow these steps to obtain a supply list for your class:

1. Visit www.gotobcc.com/arts/supplies
2. Click on "Class Information & Supplies Page"
3. Select your class

Some supplies may be available at the Bellevue College Bookstore. Please call (425) 564-5711. If you don't have access to a computer, please contact us at (425) 564-2263 and request a copy of your supply list.

WWW.GOTOBCC.COM/ARTS/SUPPLIES

and mixing, as well as various sketching approaches. Gain experience with multiple paint applications while layering glazes and scumbles, impasto, and water techniques. Assignments are carefully designed to be simple to initiate and broad enough to elaborate. Class culminates with a personalized final project. See website for supply list. Fee: \$205

Item G9498 C. Cooney-Wickett NORTH, V1054
8 Fridays Apr 13 - Jun 1 6:30 - 9:30pm

Item G9515 E. McLaughlin NORTH, V1054
8 Saturdays Apr 14 - Jun 9 1:00 - 4:00pm
No class 5/26

Acrylics: Continuing

Take your acrylic skills to the next level and get the most out of your painting. Explore many techniques used to create a rich and unique painting. Instructor's paintings are part of many corporate and private collections. Bring acrylic painting supplies to first class. Course includes model cost. Prerequisite: a beginning acrylics class. Fee: \$215

Item G9476 F. Lisaluis NORTH, V1054
8 Tuesdays Apr 3 - May 22 1:00 - 4:00pm

Art and Soul

When times are tough, it's time to paint! Forget your worries; the mind tries to add things up, but the soul in the present moment where there is a sense of unity and balance. Through playful exercises in drawing, painting, smush brush and ink, and mixed media, you will learn how to live more artfully; with trust, spontaneity, joy and feeling. Great for beginners or seasoned artists desiring more spontaneity in their work. See website for supply list. Fee: \$189

Item G9487 V. Dietrich NORTH, V1058
6 Tuesdays Apr 24 - May 29 6:30 - 10:00pm

Calligraphy: Beginning and Continuing Italic

Express yourself with this elegant and versatile art form. You'll work on various personal projects, with plenty of demonstration and individual attention from the instructor. Both students new to calligraphy and seasoned learners are welcome. No supplies needed for first class. Fee: \$169

Item G9480 K. Barker NORTH, V1021
8 Wednesdays Apr 4 - May 23 9:30am - noon

No class 5/2

Chinese Sumi Painting and Calligraphy (Beg/Cont)

Don't paint just what you see, paint what you feel. Painting with soul is the fundamental idea of sumi painting and calligraphy. Study the philosophy and theory of this art form and learn the brief history of seal carving and usage of chops. Learn skills and techniques of sumi floral and landscape paintings and calligraphy through demos and hands-on individual instruction. Instructor is a well-known Chinese calligrapher and painter. Bring supplies to first class. See website for supply list. Fee: \$139

Item G9519 Y. Zhu MAIN, A206
5 Tuesdays May 15 - Jun 12 6:30 - 9:00pm

Collage and Painting

Explore the many ways of using paint in combination with collage techniques to create paintings that have an entirely new feel. We will combine pasting various painted and printed papers and textile materials into a painting, using acrylic, watercolor or gouache mediums. As part of each project, students will become fluent in the elements of design (color, shape, space and surface texture) used to organize the composition. No previous painting experience necessary. See website for supply list. Fee: \$215

Item G9505 V. Paquette NORTH, V1058
10 Wednesdays Apr 4 - Jun 6 10:00am - 1:00pm

Figure Painting

New!

A great opportunity to learn more about painting and rendering the human form while working from a clothed model. The poses and surrounding environment will be carefully composed to help students focus on light, color, and form. Relaxed studio class environment where students work at own pace and have option of focusing on either the portrait or the entire figure in space. The material list specifies acrylic but other options can be discussed with instructor. This class is designed for all skill levels with plenty of one-on-one instruction. See website for supply list. Fee: \$235

Item G9494 E. McLaughlin NORTH, V1054
8 Thursdays Apr 12 - May 31 1:00 - 4:00pm

Oil Painting

Learn fundamental oil painting techniques with a focus on composition, color theory including basic color mixing and juxtaposition, and paint application. We will discuss the wide range of modes, both physical and conceptual, that are possible with this medium. With the use of still-lives, students will practice these techniques to develop their own personal creative style. Each class includes demonstrations, practice time and individual interaction with the instructor. Prerequisite: drawing experience recommended. Returning students welcome. See website for supply list. Fee: \$205

Item G9492 C. Cooney-Wickett NORTH, V1054
8 Wednesdays Apr 11 - May 30 6:30 - 9:30pm

Painting and Abstraction II **New!**

This class is a continuation of Painting and Abstraction and intended for those who have a good understanding of abstraction, familiarity with contemporary art and experience working in this mode. This course will focus on developing individual

style. Students will discuss and establish a focus concept for the quarter, pursue these ideas and do an intense exploration for the term. The goal is to create a "body of work" with a cohesive style and focus. Some experience with abstract painting recommended. See website for supply list. Fee: \$215

Item G9506 V. Paquette NORTH, V1058
10 Wednesdays Apr 4 - Jun 6 2:00 - 5:00pm

The Art of Flower Painting

Flower painting has a long and rich history. Explore this history while you take an in-depth look at color mixing and harmony, design and varied paint application skills, and the ease, versatility and fluidity of water-based media. Choose to work in acrylics, watercolor, or gouache—with beautiful flowers as your subject matter! Prior experience not required. See website for supply list. Fee: \$215

Item G9501 V. Paquette NORTH, V1058
10 Tuesdays Apr 3 - Jun 5 1:00 - 4:00pm

Watercolor: Beginning

This fun, informative and stress-free class is designed for the beginning watercolorist. The course takes you step-by-step from the basic washes to finished paintings. Learn the importance of value and brush control while discovering ways to make your painting dramatic and rich. No drawing skills required. See website for supply list to be used for discussion on the first day. Bring a note pad to the first class. Fee: \$205

Item G9493 F. Lisais NORTH, V1058
8 Thursdays Apr 5 - May 24 1:00 - 4:00pm

PHOTOGRAPHY

An Introduction to Photo Editing Using Adobe Lightroom **New!**

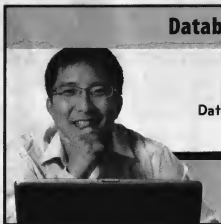
This introductory class is for digital photographers who want to manage their photos from capture to print using Adobe Lightroom. Learn how to import and organize photos into an easily manageable library, enhance images, and export, email or print the final results. This class is for those new to the program looking for a way to manage their growing photo collection as well as those that already use Lightroom but want to learn more. Open to photographers of all skill levels with all types of cameras. Bring your camera. Fee: \$159

Item G9461 A. Lawrence NORTH, V1100
3 Tuesdays Apr 24 - May 8 6:00 - 9:00pm

Digital Photography Workshop

Improve your digital camera technique and artistic vision in this hands-on class. An initial camera and composition review session is followed by a Saturday field trip. During the final classroom sessions, images from the field trip will be critiqued. Topics: lighting, framing, subject placement, camera overrides and playback options. Required: 3 megapixel or higher digital camera with flash and basic exposure adjustments, and your instruction manual. Familiarity with e-mailing photos recommended. Fee: \$169

Item G9474 M. Burton NORTH, V2139
3 sessions M Sa May 14 - May 21 6:00 - 9:00pm



Database Certificate Programs

Database Developer
Database Administrator
Database Business Intelligence Analyst

See page 10.

Full course and schedule information at
www.gotobcc.com/ce/database

Digital Photography: Intermediate

New!

Practice and sharpen your photography skills. Problem solve and practice topics such as white balance, capturing time and motion, color modes, night photography, and depth of field. Classroom sessions will be spent discussing example photographs and reviewing student work. Weekly homework assignments require at least 2 hours practice between sessions. Digital camera with aperture, shutter speed and manual exposure controls required; advanced compact cameras such as Canon G-series and Panasonic Lumix acceptable. Fee: \$255

Item G9524 M. Burton NORTH, V1110
7 Thursdays May 3 - Jun 14 6:00 - 9:00pm

Focus on Composition

What separates the good from the great photographers is not the camera or even understanding your camera's settings, but having a good sense of composition and being able to apply it in your photographs. Explore the rules of composition and increase your visual literacy; improve your own photographs by shooting assignments and sharing your results in class for a group critique. Open to all levels of experience. Fee: \$189

Item G9529 R. Plortner NORTH, V1102
5 Mondays Apr 2 - Apr 30 6:00 - 9:00pm

Introduction to Digital Cameras

Get the photos you want by learning the features and controls of your digital camera. In this class, we will explore the controls, dials and buttons of both digital SLR and point and shoot cameras. Topics include: exposure and scene modes, aperture and depth of field, shutter speed, auto and fill flash, histograms and exposure compensation, white balance and other in-camera overrides. Weekly homework assignments will reinforce our classroom instruction. Bring your camera and instruction manual. Fee: \$189

Item G9455 M. Burton NORTH, V1104
4 Mondays Apr 2 - Apr 23 6:00 - 9:00pm

SLR Camera Operation and Photographic Composition

Learn how your camera works and new ways of seeing to enable you to create beautiful photographs. Topics: using the shutter, aperture and light meter; ISO sensor settings, white balance, histogram, jpeg and RAW format; and using the flash, lenses and

filters. Each class includes hands-on photography designed to improve your skills and intensify your sense of seeing, composition and self-expression. Required: SLR camera (DSLR or 35mm film) w/ full manual capability, plus your instruction manual and fresh batteries. Class is not for point and shoot cameras. Dress for the weather, as the lessons include photographing in the field. Fee: \$195

Item G9465 T. Heffernan NORTH, V1110
2 Saturdays Apr 21 and May 12 8:30am - 5:30pm
Note: Class held over non-consecutive Saturdays

Item G9473 T. Heffernan NORTH, V1110
2 Saturdays Apr 28 and May 19 8:30am - 5:30pm
Note: class held over non-consecutive Saturdays

Street Photography Workshop **New!**

Street Photography is the art of capturing the moment of everyday life on the street while making the subject as compelling as possible. In this fun workshop, we will discuss the basic aspects of street photography, optimal camera settings, composition and legal topics. We'll then hit the streets with our cameras to learn how to capture the right gesture and composition of people in public places. Saturday session will be in the field and Tuesday will be an opportunity to share results in class for instructor and peer critique. Bring any type of cameras. All levels of photographer are welcome. Fee: \$99

Item G9468 A. Lawrence NORTH, V1107
2 sessions Tsa May 12 - May 15 6:00 - 9:00pm
Note: Saturday class May 12 meets 9:00am-noon and Tuesday class 5/15 meets from 6-9pm.

Travel Photography: The Art and Craft

Get the most out of your camera while traveling. Learn what equipment to take, packing, camera handling, camera settings, selecting subjects, improving composition and editing in the field. Discuss what to do with your photos when you get home—editing, organizing, and sharing. Explore the potential for selling as fine art prints, cards, books, and magazines to make some return on your investment. Share examples of photography from past trips. Open to photographers of all levels. Fee: \$165

Item G9528 R. Plortner NORTH, V1104
4 Thursdays Apr 5 - Apr 26 6:00 - 9:00pm



Sandwiches • Soups • Salads • Espresso • Smoothies

LOCATED ON THE GROUND FLOOR

Literary Arts

Crafting Your Memories into Memoir

We recall our pasts in fragments, so how can we turn random memories into a structured narrative? We'll first analyze the works of writers and examine the fictional structures they've used to shape their stories. Then, through writing exercises, we'll mine the vast storehouses of our memories to begin transforming our ideas into a memoir, which we will all critique thoughtfully and thoroughly. Fee: \$189

Item G9490 A. Sigler Castro NORTH, V2071
7 Wednesdays Apr 18 - May 30 6:30 - 9:30pm

Intuitive Writing

Explore an open frame of mind that allows writing to emerge naturally, without struggle. Learn the subtle knack of being out of the way, yet fully engaged. Receive self-consciousness and discover your authentic voice. This class is a playful, critic-free zone, where no special talent is required. Fee: \$139

Item G9469 V. Dietrich MAIN, R210
4 Wednesdays Apr 25 - May 16 6:30 - 10:00pm

Sudden Fiction

Flash fiction, short-short stories under 1000 words, present stories in microcosm, slices of life that illuminate and change us. In this writing class, students will use writing prompts and word games to create 3-4 pieces of flash fiction, as well as learning what magazines specialize in flash fiction and how to submit their efforts to them. Fee: \$59

Item G9464 C. Rambo NORTH, V1110
1 Saturday Jun 2 9:30am - 12:30pm

The Magic of Writing for Children

Yes, you can write stories for children! Learn to plot picture books and novels, and how to make your characters come alive. You'll get feedback on your writing in a supportive environment, plus current marketing tips. Instructor has four books and hundreds of stories in print. Fee: \$195

Item G9486 P. Anderson NORTH, V1118
8 Tuesdays Apr 10 - May 29 6:30 - 9:30pm

The Magic of Writing for Children: Intermediate

So now you've taken at least one writing class and you're ready for more. Join Peggy in this second level class to work on your current writing project. We'll

spend our time doing group critiques as well as in class writing exercises, where you will learn some more advanced writing techniques such as how to put VOICE into your writing. There will be lots of time for feedback on your writing project, whether it be a short story or the brave start of your novel. Fee: \$195

Item G9491 P. Anderson NORTH, V1100
8 Wednesdays Apr 11 - May 30 6:30 - 9:30pm

Writing for People with Real Lives

This course is designed especially for emerging fiction and non-fiction writers who have to pursue their literary projects on lunch breaks or in-between loads of laundry. In addition to elements of the writing "craft", you'll learn time-management techniques, do hot writing exercises, and take home (non-required) topics to help you jump-start your muse. Instructor is the author of the novels *Primavera* and *The River*, both published by Little, Brown. Fee: \$195

Item G9500 M. Beaufrand NORTH, V1122
8 Mondays Apr 9 - Jun 4 6:30 - 9:30pm
No class 5/28

The Publishing Institute

Editing Your Own Writing

Many successful writers produce clumsy prose in a first draft but know how to revise it into brilliance. In this workshop, you'll acquire the tools for transforming your own writing. You'll learn the stages of the editing process, how to use a style guide, principles for organizing your material, and a formula for assessing readability. Working on your own writing or examples provided, you'll identify common errors and learn ways to fix them. You'll leave with a checklist and guidelines you can use in future rewrites. Fee: \$99

Item G9472 G. Campbell NORTH, V1104
2 Saturdays May 12 - May 19 9:00am - 12:30pm

Getting Your Book Published

Today's publishing world is constantly changing. Should you go the traditional route: Find an agent to sell your book to a publisher? Investigate self-publishing? Try an eBook? In this workshop, we'll discuss all of these options and help you decide which one is best for you. Fee: \$89

Item G9513 G. Campbell NORTH, V1128
2 Saturdays Jun 9 - Jun 16 9:00am - noon

Writing and Book Coach

Want targeted, one-on-one assistance with your writing? If you are working on a writing project or a book for either professional or personal reasons, you probably have a number of questions. How can I better organize my thoughts and more clearly express my ideas? Is my writing ready for readers? If not, why not? How do I reach my audience more effectively? What do I need to do to get published? To guide you and answer these questions, a seasoned professional writer and editor will provide three hours of one-on-one consulting or instruction. Fee: \$150

Item G9450 G. Campbell Arranged
After registration, contact instructor at gcampbell@bellevuecollege.edu to arrange your 3 hours of individual consultation.

Writing Short Stories from

First Sentence to Submission

This is an intensive eight-session writing class. Each student is expected to write approximately 2,000 - 7,000 words a week and produce a portfolio of 2 - 5 short stories. During the first four weeks students plot short stories and write them to completion. The second half of the class is devoted to editing and revising one story from the student's portfolio. Students will learn to edit their own work and to receive and give constructive criticism. At the end of class students submit their polished stories to literary or genre markets. Fee: \$195

Item G9522 L. Brandt NORTH, V1124
9 Wednesdays Apr 18 - Jun 13 6:30 - 9:00pm

Performing Arts

DANCE

All Purpose Dance Course: Couples Only

Preparing for a wedding, a cruise, a party or another social function? In this perfect beginner's course, learn two dances—one to upbeat nightclub music and another to slow, romantic music. Our experienced instructors will show you how easy it is to have fun on the dance floor! Fee is per couple. Arrive ten minutes early for each class. Fee: \$75

Item G9497 K. Urban, T. Riza NBCC
3 Fridays May 18 - Jun 1 8:00 - 9:00pm
North Bellevue Community Center, 4063 148th Ave NE

Jazz and Ballet Workout **New!**

Do you find working out at the gym tedious? Then this class is for you! Bringing together the energetic and rhythmic movements of jazz dance with the toning and strengthening benefits of ballet, this class is a fun way to get in shape. Class focuses on toning strength, working the lower body, abdominal and upper arm area, and low impact aerobics. Wear comfortable clothes, ballet or soft jazz shoes recommended. The class is designed for beginners to intermediate level, all dancers and non-dancers are welcome. Fee: \$159

Item G9482 K. Fedor-White MAIN, R014
8 Thursdays Apr 5 - May 24 6:30 - 8:00pm

Latin Sampler: Salsa and Rumba

Add some Latin spice to your life! Learn the basics of Salsa and Rumba in this relaxed and fun atmosphere taught by instructors with over 20 years of experience. Ideal for beginners or as a refresher course. Partners recommended but not required or guaranteed. Fee: \$45

Item G9453 K. Urban, T. Riza N8CC
3 Fridays Apr 6 - Apr 20 7:00 - 8:00pm
North Bellevue Community Center, 4063 148th Ave NE

Social Dance Beginners I

Want to learn to dance? In this fun and easy class you will be introduced to the world of dancing with partners and will learn the basics of the today's most popular dances: Salsa, Fox Trot, Waltz Rumba and Swing. Class focuses on footsteps, techniques of execution, leading and following and transitions into variations. Emphasis will be made on musicality and timing recognition. Course will prepare you for the dance floors for any occasion. Instructor has been turning out dancers for the last 30 years. Partners are recommended but not required. Comfortable shoe wear, no tennis shoes please. Fee: \$120

Item G9477 K. Fedor-White MAIN, R014
8 Tuesdays Apr 3 - May 22 6:00 - 7:00pm

Social Dance Beginners II

Have you had some dance experience in the past and want to learn more? This class is for students wanting to expand their techniques, dance steps, confidence and add more dances to their repertoire. Class will include expanded styling, footwork and several new dances in Latin category and introduces smooth dances in International styling. New dances are: Samba, Cha Cha, and continuing with Rumba. Tango and Fox Trot with free flowing International style. Partners are recommended but not required. No tennis shoes please. Some previous dance experience necessary. Fee: \$120

Item G9478 K. Fedor-White MAIN, R014
8 Tuesdays Apr 3 - May 22 7:00 - 8:00pm

Swing & Slow Dancing: Couples Only

Learn the best of both worlds—the swing to faster, upbeat music and the nightclub two step to slow, romantic music. A perfect beginner's course for upcoming weddings, cruises or just for fun! Grab your partner—this fun course is for couples only. Fee is per couple. Fee: \$75

Item G9454 T. Riza, K. Urban N8CC
3 Fridays Apr 6 - Apr 20 8:00 - 9:00pm
North Bellevue Community Center, 4063 148th Ave NE

Waltz & Swing: Level 1

Have fun learning the basic steps and techniques in the romantic Waltz and popular Swing. Partners recommended, but not required or guaranteed. This beginner's course is taught by two experienced instructors who will help you gain confidence on the dance floor! Fee: \$45

Item G9496 K. Urban, T. Riza N8CC
3 Fridays May 18 - Jun 1 7:00 - 8:00pm
North Bellevue Community Center, 4063 148th Ave NE

DRAMA

Acting for Beginners

Unlock the actor in you! Through theater games and acting exercises used by the pros, learn the basic acting tools of being in-the-moment and playing creatively with other actors. Lots of hands-on experience in a safe, respectful environment. A good class for the beginner, public speaker, or actor wanting a gentle re-entry. Class participation and commitment is vital. Fee: \$195

Item G9503 L. Minter NORTH, V0100
10 Tuesdays Apr 3 - Jun 5 7:30 - 9:30pm

Acting: Improvisation for Beginners

Have you been wanting to try and develop your improvisation skills? Through games and exercises that improvisers all over the world use - including those from Saturday Night Live and Who's Line Is It Anyway?, you will gain confidence and experience so that you don't feel out of place, without anything to say, or nervous about what to do next. Let your mind go, and have some fun! Fee: \$195

Item G9508 L. Minter NORTH, V0100
10 Wednesdays Apr 4 - Jun 6 7:30 - 9:30pm

Acting: Scene Study for Beginners

Bring a playwright's vision to life! Analyze a script, rehearse and then present a scene before an invited audience. In this class, students with basic acting skills will rehearse scenes with the instructor from a well known plays like Proof and The Crucible in a safe and supportive environment. This class is perfect for the student who has already studied some acting and wants to take the next step. Fee: \$195

Item G9511 L. Minter NORTH, V0100
10 Thursdays Apr 5 - Jun 7 7:30 - 9:30pm

MUSIC

Guitar: Beginning I

In this fun and supportive course you will learn the basics of playing guitar in any style: chords and tab, strumming and finger picking, reading music, and tuning. No previous experience necessary. Tutor includes course materials. Required: an acoustic guitar and picks. Recommended: an electronic tuner, music stand, and capo. Fee: \$139

Item G9520 J. Jaffe MAIN, N204
9 Wednesdays Apr 18 - Jun 13 7:00 - 8:00pm

Piano: Beginning I

Learn to read and play music! You will be introduced to music theory and also play piano in this group piano class for beginners. Course work includes basic hand position, fingerings and techniques. In classroom keyboards are provided for students during class. A keyboard is recommended for daily practice at home. Course materials are available from instructor in the first class. Tutor includes course materials and the lab fee. Fee: \$135

Item G9470 S. Griffith MAIN, E222
6 Saturdays Apr 14 - May 19 9:00 - 10:30am

Piano: Beginning II

Continue to develop your piano skills. Course work includes basic hand position, fingerings, techniques, chord progressions, music theory, and sight reading

in a group setting. Keyboards are provided for students during class. Remember to bring your books from the Beginning I class. Tutor includes course materials and the lab fee. Prerequisite: completion of Piano: Beginning I or permission of instructor. Students should be able to read music and have basic keyboard skills. Fee: \$135

Item G9471 S. Griffith MAIN, E222
6 Saturdays Apr 14 - May 19 10:30am - noon

String Orchestra

Ever have a desire to play with other people? If you play (or used to play) a stringed instrument and can read simple music, this is your chance! Please join us for a fun, easygoing class on ensemble playing. Bring your own instrument and music stand; music will be provided. Class culminates in a final concert held in the campus theater. Fee: \$169

Item G9516 R. Enders MAIN, N204
8 Saturdays Mar 31 - Jun 10 9:30 - 11:30am

No class 4/14, 5/12, 5/26

Final concert on Sunday, Jun 10 from 12:30-3:30pm

RADIO AND VOICE

An Introduction to Voiceovers

This fun and empowering 2 hour introductory workshop covers the different types of voiceovers and what tools are needed to find success. You'll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All. Fee: \$65

Item G9459 Staff MAIN, R109
1 Sunday May 6 noon - 2:00pm

Basic Broadcasting

Become a part of community radio by learning to be a DJ at Bellevue College's own radio station, KBCS 91.3 FM. Learn the tools of basic non-commercial radio broadcasting. Topics: using air room equipment, announcing music smoothly, playing CDs and records and understanding FCC regulations. After completion of the course, you may apply for a volunteer air shift at KBCS. Tutor includes lab fees. Fee: \$179

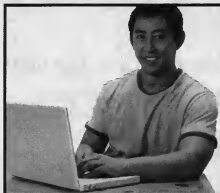
Item G9488 S. Ramsey MAIN, House 5
8 Wednesdays Apr 11 - May 30 6:00 - 8:00pm

Broadcast Audio Production

Learn the basic skills of radio production. Topics include science of sound and recording, studio voice recording, digital multitrack editing and creating effective promotions. Numerous hands-on projects require studio time outside of class on a regular basis. Note: Not intended for those wishing to learn about audio engineering for live music performance. Fee: \$179

Item G9502 Y. Kodama MAIN, R311
8 Tuesdays Apr 17 - Jun 5 6:00 - 8:00pm

REGISTER BEFORE
Mar. 26
SAVE THE \$10 REGISTRATION FEE!



Web Development Certificate Program

See page 9

Full course and schedule information at
www.gotobcc.com/ce/webdevelopment

Class Voice

Enjoy natural, relaxed singing in a supportive class environment that encourages "closet singers" to find and use the gift of their true voice. Learn the basics and beyond of tone production, breathing and pitch control. Tuition includes class materials. Fee: \$169

Item G9479	L. Froggét	MAIN, N204
8 Tuesdays	Apr 3 - May 22	6:30 - 8:30pm

Voice-Over: You're on the Air!

Voice-overs are hot today! With such notable actors as Morgan Freeman, Glenn Close and Alec Baldwin lending their voices to commercials, films and videos, one would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! This class is taught by a professional voice actor from the voice acting training company, SuchaVoice. Fee: \$65

Item G9484	Staff	NORTH, V1108
1 Thursday	May 24	7:00 - 9:00pm

Art of Craft

Crochet: Beginning

In this course students learn and practice basic crochet stitches: chain stitch, single crochet, half-double and double crochet. Crocheting back and forth and in the round are practiced. A simple crochet project, a crocheted flower brooch - is made in the class. See website for supply list. Fee: \$69

Item G9467	T. Tchibova	NORTH, V1127
2 Mondays	May 7 - May 14	6:30 - 8:30pm

Knitting: Beginning

Using Continental style of knitting (or "Picking"), learn how to knit and purl, start and finish a simple knitted project. Practice the technique while making a child's size hat. We will cover cast on, bind off, measuring gauge, making basic increases and decreases, working

in the round. Students will leave the class with the knowledge to finish the project they start during the class. See website for supply list. Fee: \$99

Item G9483	T. Tchibova	NORTH, V1127
4 Thursdays	May 3 - May 24	6:30 - 8:30pm

CERAMICS AND SCULPTURE

All students enrolled in a wheel throwing, hand building or ceramic sculpture class have access to the ceramics open lab. The open lab hours for Spring Quarter 2012 are:

Apr 6 - Jun 8	Fridaysnoon to 2:00pm
Apr 1 - Jun 9	Saturdays11:00am - 5:00pm
Apr 1 - Jun 10	Sundays1:00pm - 5:00pm

Final pick up is on Saturday, 4/23 from 1:00pm - 4:00pm (no creation time on this day). No open lab on 5/26 & 5/27

Portrait Sculpting

This course will teach you how to sculpt the human face from clay, while observing a live model. You will learn the bones and anatomy of the face, how to correctly block in the human face and the secrets to creating a life like sculpture. Instructor, Lance Dooley, is a graduate from the Florence Academy of Art Sculpting Program; awarded best sculpture of the year 2008. Cost includes model fees and some materials. See website for supply list. Fee: \$199

Item G9466	L. Dooley	MAIN, C154
5 Sundays	Apr 15 - May 13	2:00 - 5:00pm

Wheel Throwing/ Hand Building: Beginning

Wheel Throwing and Hand Building are taught simultaneously in this introductory course. You'll learn centering and tool use for shaping thrown items such as simple forms, cylinders, bowls and plates. In this introduction to hand building, you'll learn how to create functional and decorative work using a variety of hand building techniques. Both high-fire and low-fire clay and glazes are available. Projects develop from your skill level and personal ideas. See website for supply list. Fee: \$235

Item G9517	P. Colyar	MAIN, C157
10 Sundays	Apr 1 - Jun 10	10:00am - 1:00pm

No class 5/27

Item G9504	R. Fornell	MAIN, C157
10 Tuesdays	Apr 3 - Jun 5	6:45 - 9:45pm

Item G9512	R. Reinholdsen	MAIN, C157
10 Fridays	Apr 6 - Jun 8	9:00am - noon

Wheel Throwing: Intermediate

This course builds on the foundation of techniques taught in the beginning class, with a focus on improving control of the processes and expressing artistic ideas. Wheel throwing demonstrations will include altered, lidded, and/or building construction using throwing elements to form larger objects. Both high-fire and low-fire clay and glazes are available to all continuing education students.

See website for supply list. All students have access to open ceramic lab. Fee: \$235

Item G9510	R. Fornell	MAIN, C157
10 Thursdays	Apr 5 - Jun 7	6:45 - 9:45pm

JEWELRY

Collage Rings

New!

Focus on creating form, texture, color and patterns in polymer clay and Precious Metal Clay while making these fun stack rings. Class begins with creating a variety of components in different shapes, textures, forms and patinas in PMC. Then it's on to creating an exciting array of components with polymer clay. This collaging approach gives you the opportunity to explore new techniques and element combinations to further develop your style. Then work with 16-18 gauge bronze wire to make sturdy adjustable ring bands. See website for supply list. Fee: \$135

Item G9530	M. Arnold	MAIN, C160
2 sessions SaSu	Jun 2 - Jun 3	9:00am - 3:00pm

Glass Beadmaking: Beginning

Work with a lampworking torch and glass rods and leave class with an assortment of colorful, handmade glass beads created by you! Demo and work time are balanced, with as much one-on-one instruction as possible. Tuition includes supplies and lab fees. Wear long-sleeved cotton clothing and no open-toed shoes; bring a sack lunch. Fee: \$225

Item G9452	J. Griffin	MAIN, C160
2 sessions SaSu	Mar 31 - Apr 1	9:00am - 3:00pm

Glass Beadmaking: Continuing

Ready for new glass-beadmaking challenges? Focus on new surface applications and embellishment, including laticino, ribbon cane, silver foil, decorating with dichroic glass, surface manipulation, encasement and troubleshooting difficulties. Ample torch time for individual projects. Wear cotton clothing and no open-toed shoes; bring a sack lunch. Fee: \$225

Item G9460	J. Griffin	MAIN, C160
2 sessions SaSu	May 5 - May 6	9:00am - 3:00pm

Jewelry for Beginners

Learn the basic jewelry fabrications skills to create a ring, earrings, pendant, or bracelet using semi-precious stones and sterling silver. Basic techniques of soldering, filing, cutting, forming wire and sheet metal, polishing and texturing and bezel setting a cabochon-cut gemstone. Tuition includes some supplies, additional supplies necessary depending on project. Leave class with a completed piece. Class taught by a professional jewelry designer. Fee: \$225

Item G9457	C. Skelly	MAIN, C160
3 Sundays	Apr 15 - Apr 29	9:30am - 5:30pm

Obtain in-demand skills in Medical Coding or Medical Transcription

See page 19-20 for information.

Personal Enrichment

Business and Finance32

Cooking33

Health and Fitness32

Home and Garden33

Personal Development.....31

Special Offerings 31

Special Offerings

An Introduction to Fly Fishing

New!

Have you always wanted to learn how to fly fish but are unsure on how to get started? In this course students are introduced to the entomology, habitat, knots, casting techniques, basic fly tying, stream reading and equipment needed to begin fly fishing. By the end of the course students will know the basics of fly casting, stream reading, and they will have the basic knowledge of when, where, and why to fish. Fee: \$165

Item G8979 R. Lange NORTH, V1118
9 Saturdays Mar 31 - Jun 2 9:00 - 11:00am
No class 5/26

Complete Automotive Maintenance for Beginners

At last, an automotive course for the beginner! Now you can learn to do your own maintenance and save money in the process. Learn the basics of what's under the hood; learn about tires; the different weights of oil; learn about shocks and struts as well as the upkeep of the paint work and the body. You'll also learn how to buy a good car and maintain it. Taught by a state certified and patient instructor with over 16 years of experience. Tuition includes cost of textbook. Fee: \$129

Item G8967 R. Perman NORTH, V1100
2 Saturdays May 12 - May 19 8:30am - 1:30pm

Mystery Shopping

Yes, you can receive a free meal! Owners will actually pay you to visit their retail store, restaurant, bank or casino. You simply observe and report back. You are your own boss, able to earn extra income and work when you wish. Leslie Klein, an experienced mystery shopper who does over 100 shops a year, will show you how to get started and tell you who's currently hiring in Seattle. Increase your mental, writing, acting and observation skills. If you want a fun part-time job, this is it! Fee: \$49

Item G8966 L. Klein NORTH, V1120
1 Saturday May 19 9:00am - noon

Natural A's (ages 12-17)

In this sought-after academic skills course any student can learn to significantly enhance grades, self-confidence, and chances for college scholarships by performing academic skills in alignment with the brain's natural patterns. This makes note-taking, reading, studying, memorizing and test taking amazingly efficient. Understand math and other subjects, optimize focus and concentration, and prevent test anxiety. Register early, class fills quickly. Tuition includes course materials. Fee: \$79

Item G8953 C. Adney NORTH, V1125
1 Saturday Apr 21 9:00am - noon

Professional Bartending

Become a licensed bartender! Learn how to mix, measure and master more than 100 of today's most popular cocktails—from Electric Iced Teas and Smith & Wessons to Apple Martinis! Topics: free pouring/layering techniques, bartending terms; job searching and serving in a safe/responsible manner. No prior liquor knowledge required; must be 18+. Course includes licensing class, no need to register for both. Fee: \$189

Item G2985 L. Ronnestad NORTH, V1100
4 Tuesdays May 8 - May 29 6:00 - 9:00pm
Last class on 5/29 runs until 9:30pm

Professional Bartending: Licensing Permit 12 or 13

Learn the legal aspects of responsible alcoholic beverage service for bartenders/servers. Topics: how much to serve, when to stop serving, and the legal responsibilities of restaurants/bars/individuals in the service industry. Meets the requirements for licensing by the State of Washington and is a required class for anyone working as a professional bartender/server. Licenses will be granted by the Washington State Liquor Control Board and will be awarded to students upon successful completion of this class. No prior bartending or liquor knowledge is needed. Fee: \$33

Item G8986 L. Ronnestad NORTH, V1100
1 Tuesday May 29 6:00 - 9:30pm

Raising Bilingual Children

See pg. 36

Self-Defense 101 for Women

Learn to recognize threatening situations, express your boundaries, and—if necessary—physically enforce them. Topics: recognizing assault/ploys/manipulations and how to thwart them; practicing releases from common grabs; making decisive strikes to vital targets; and assessing risks. Come prepared to challenge yourself. Fee: \$127

Item G8968 J. Factor NORTH, V1010
5 Saturdays Apr 21 - May 19 1:30 - 3:30pm

The Italian Renaissance

Join us on a journey through the conception and early development of Western civilization's artistic traditions. In this slide lecture/discussion based class, we will chronicle the lives and achievements of some of Arts greatest practitioners such as Leonardo da Vinci, Michelangelo, Raphael, and Titian, as well as lesser known but important contributors that made this epoch of Italian Art History so influential. Lessons include Italian vocabulary, history and geography, wonderful preparation for a trip to Italy. Fee: \$145

Personal Enrichment 31

Item G8973 E. McLaughlin NORTH, V1100
8 Thursdays Apr 12 - May 31 6:30 - 9:00pm

Personal Development

A Chance to Trance: Discover

Hypnosis for Goal Achievement

Everyone can be hypnotized and learn to focus their own unconscious minds in powerful ways to achieve their goals. If you've ever wondered what trance is like, here's your chance to experience hypnosis first hand and be guided through an ingenious process of goal manifestation by Master Hypnotist & Licensed Trainer of NLP, Connie Brannan. Bring a pillow, if you like, and bring a goal for your life success! Fee: \$39

Item G8960 C. Brannan NORTH, V1120
1 Wednesday May 9 7:00 - 9:00pm

Body Language Boot Camp

Explore the power of your body's language in this information-packed class. We'll cover the basics—from eye contact and facial expressions to gestures and the style of your walk. Learn how to command authority with your posture and why small changes in your body's language have the power to draw people toward you or push them away. From business to pleasure to dating, learn to unravel the secrets behind a language that everyone speaks, but few of us really know. Fee: \$49

Item G8961 R. Gilbert, Ph.D. NORTH, V1127
1 Wednesday May 9 6:30 - 9:30pm

Exploring Past Lives

Discover the amazing odyssey of the soul as it moves in and out of physical lifetimes. Based on research with over a thousand clients plus her own experiences, Mary Lee LaBay brings you the latest information concerning what happens when we die, how we choose our lifetimes, experiences between lives, and so much more. Half of the class time will be spent in an experiential visualization that allows you to safely explore one or more of your own past lives. Fee: \$39

Item G8965 M. LaBay NORTH, V1112
1 Friday May 18 7:00 - 9:00pm

Figure Out What You Want and Get it!

Imagine living a life you really want! In this class, you will discover what you really want out of life and work to design a plan to achieve that life. You will also learn and practice the three keys to staying motivated and committed to following your path to an exciting life. It is never too late to begin a life filled with passion! Fee: \$49

Item G8969 L. Roddis NORTH, V1102
2 Tuesdays May 15 - May 22 6:30 - 8:00pm

Goal-Oriented Communication:

Getting Results With Words

A good conversation is like a carefully planned trip - it helps to know where you're going. Armed with the fundamentals of good communication, you'll learn to identify communication goals, recognize differences in

Continued on next page

Continued from previous page

interpersonal styles, match communication strategies to the demands of the situation, channel conversations in the direction of your choosing, and minimize unnecessary conflict. More importantly, you'll learn the power that focusing on your goals can have on the outcome of your conversations. Fee: \$49

Item G8964 R. Gilbert, Ph.D. NORTH, V1102
1 Wednesday May 16 6:30 - 9:30pm

Healthy Hypnosis: Let Go of Weight

Imagine yourself in your "skinny jeans". Hear the compliments of your family and friends. Like what you see when you look in the mirror! The hypnosis skills taught in this workshop can help you unleash the infinite power within you to achieve all this! You'll learn to reprogram your own mind to act in ways you desire: healthy choices, healthy eating, motivation to exercise. It won't be a struggle, and it's not a "diet". Your mind and your body will be working together for your health! Fee: \$89

Item G8952 C. Brannan NORTH, V1128
2 Wednesday May 11 - Apr 18 6:30 - 9:30pm

Intuition and Self-Discovery

At the center of your being lies your true authentic self. During this 2-hour workshop, you will go deep within to discover new facets of your soul and personality, strengthen your intuition, receive messages from your subconscious mind, and more. Through guided visualization, journaling, meditation, and Tarot archetypes, spend the evening deepening your self-awareness and attending to your soul. You are encouraged to bring your journal and pen, and optional blanket, pillow to make yourself comfortable. Fee: \$39

Item G8976 M. LaBay NORTH, V1112
1 Friday May 4 7:00 - 9:00pm

Staying Self-Motivated: 12 Keys

Staying motivated is central to everything positive you want to have, do and be in your life. We know what we need to do in order to accomplish our objectives—but how do we keep "on task"? What motivates you? How do you stay focused? Learn to stay motivated, even through discouraging times, and create a drive that doesn't drive you over the edge. Feed your self-esteem and self-worth and get up each day with enthusiasm and confidence. Fee: \$39

Item G8951 K. Scott NORTH, V1104
1 Tuesday Apr 17 6:30 - 8:30pm

Stress Management Workshop

Learn the art of dealing with stress. This class is especially designed for today's layoffs, economic uncertainty, unwanted change, emotional upheavals and stress. Learn how to cope and deal with the chaos around you; find a better way to solve problems rather than worry about them; discover the power of responding rather than reacting to problems you face; create a more positive and assertive attitude toward yourself and life. Roberta Macdonald, MA is an educator and therapist. Fee: \$49

Item G8972 R. Macdonald, MA NORTH, V2071
1 Tuesday May 29 6:30 - 9:30pm

What Were You Born to Do?

You were born to make a unique contribution to humanity. Elvis, Oprah and Einstein were all just "doin' what came naturally." Progressing toward your purpose brings joy and abundance, while straying from it causes stress and emptiness. One of the 33 Natural Talents® is wired into your DNA, and it's the source of your highest potential: discover it! Class fills quickly. Instructor is a life coach, author and seminar leader. Fee: \$89

Item G8954 C. Adney NORTH, V1125
1 Saturday Apr 21 1:00 - 5:00pm

Business and Finance

Blogging and Social Networking 101

In today's economy, many small businesses and individuals are turning to the Internet to connect with customers and build buzz about their product or work. This class goes over the basics of creating a blog, writing content, search engine optimization, personal branding, as well as social networks, their types and advantages/disadvantages and the basics of connecting effectively with other members. Fee: \$89

Item G8959 C. Rambo NORTH, V1100
2 Saturday Apr 28 - May 5 9:30am - 12:30pm

Create a Website for Fun, Profit and Business

No programming skills required! Discover easy-to-use design tools that you can use to build a basic site in 60 minutes. Learn the do's and don'ts, tips and traps of website design. Covers the best techniques to get your site noticed and ranked by the top search engines, and how to create pay-per-click ads. Discover Internet market research tools to determine what to sell and what to avoid. Also learn how to create a money generating affiliate website with no products required. Optional workbooks available for purchase at the bookstore. Taught by an award-winning instructor and published author. Lecture. Fee: \$99

Item G8970 K. Boyd NORTH, V1102
2 sessions WTh May 23 - May 24 6:00 - 8:30pm

eBay I: The Basics of Selling

Whether you simply want to get rid of "stuff," desire additional part-time income or run a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful listings, upload photos and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid, market research analysis, shipping costs, and where to get free shipping supplies. Taught by award-winning eBay instructor and author. This is an eBay sanctioned presentation and includes a \$35 workbook. Lecture. Fee: \$79

Item G8974 K. Boyd NORTH, V1102
1 Thursday May 31 6:00 - 9:00pm

Essential Retirement Seminar

Learn the important practices, strategies, disciplines and behaviors that are essential for retirement success. This course is intended for individuals who are

in the final stages of their careers, anticipate retiring in the next 5 years and have some knowledge of investments and benefits. Through a combination of lecture, in-class exercises and post session self-assessments, the course breaks down common misperceptions about retirement investment management and discusses proven practices that can greatly enhance a retiree's long term results. See website for course pre-work. Cost is per attendee. Fee: \$45

Item G8957 G. Williams, R. Palmer NORTH, V1102
2 Tuesday May 1 - May 8 6:00 - 9:00pm
Item G8958 G. Williams, R. Palmer NORTH, V1102
2 Saturday May 12 - May 19 9:00am - noon

Foundations in Personal Finance

Whether you are just finishing school and entering the "real world" or have been managing your personal finances for years, this class can help build your financial confidence and design a plan for financial freedom. This course introduces the basic principles and day-to-day economics of personal finance. Learn how to improve decisions about spending, saving, debt, education and career building. We will also discuss entrepreneurship, investing fundamentals and taxes. Instructor is a professional tax consultant and financial advisor. Fee: \$135

Item G8971 L. Vigne NORTH, V1126
4 Thursday May 3 - May 24 7:00 - 9:00pm

Is it a Real Work at Home Job or a Scam?

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! Learn how to track emails, trace IP addresses and research companies, giving you confidence to recognize scammers from legitimate work. You will receive over 170 resources on how to make extra income as well as over 140 legitimate companies that hire at-home workers. Internet and email familiarity is required. Course fee includes \$25 book with listings. Fee: \$59

Item G8956 B. Mooradian NORTH, V1125
1 Wednesday Apr 25 6:30 - 9:30pm

Make Money Selling Crafts at Fairs & Festivals

New!

See pg. 25

Health and Fitness

Ayurveda: The Art of Healthy Living

Ayurveda is the ancient practice of daily and seasonal routines to maintain health and balance in one's life. Originating in India, this lifestyle-healing model has spread in recent years to the West. Through an understanding of the interaction between our personal body types, our environment and the qualities of our food, we can start a practice of balance and preventative care within ourselves. Learn the philosophy of Ayurveda, including learning your personal body type, food combining and daily self-care routines. Taught by Ayurvedic Wellness Practitioner. Fee: \$55

Item G8962 G. Nagano NORTH, V1107
2 Thursday May 3 - May 10 6:30 - 8:30pm

Jazz and Ballet Workout **New!**

Do you find working out at the gym tedious? Then this class is for you! Bringing together the energetic and rhythmic movements of jazz dance with the toning and strengthening benefits of ballet, this class is a fun way to get in shape. Class focuses on toning strength, working the lower body, abdominal and upper arm area, and low impact aerobics. Wear comfortable clothes, ballet or soft jazz shoes recommended. The class is designed for beginners to intermediate level, all dancers and non-dancers are welcome. Fee: \$159

Item G9482 K. Fedor-White MAIN, R014
8 Thursdays Apr 5 - May 24 6:30 - 8:00pm

MARTIAL ARTS AND T'AI CHI

Chen Style Hunyuan Taiji 48 Form: Continuing

The 48 Form, devised by Grandmaster Feng Zhiqiang, and taught to the instructor by Feng's student, Madame Gao Fu, has the elements of both the first and second sets of the traditional long Chen forms. Learn the form as well as the principles of Taiji in the traditional Yang style forms. Stances are generally lower and the movements are larger than the traditional Yang style forms. Fee: \$159

Item G8978 K. Wright NORTH, V0100
10 Thursdays Apr 5 - Jun 7 6:00 - 7:10pm

Wudang Qigong Taiji: Beginning/ Continuing

Wudang martial arts are famous for their graceful movements and tremendous healing / fighting power. This 27 movement ancient Taiji form follows internal organs and meridian/points theories in Chinese Medicine. It helps to promote qi/blood circulation, strengthen bones, muscles and tendons, and apply techniques in self defense. Push hands training is emphasized. Instructor is a Wudang Dan School disciple & international Internal Martial Arts champion. All levels of experience welcome. Fee: \$179

Item G8975 M. Lu MAIN, R014
8 Fridays Apr 6 - Jun 1 7:00 - 8:30pm
No class 5/18

YOGA

Gentle Yoga

Hatha Yoga class in the Iyengar Style emphasizing stretching, mobility, strength training. The course is designed for all body types and levels of flexibility. Learn individually and in groups. Explore self direction and gain accurate information about your body. Bring a "sticky" mat, two 1" blocks and a stretchy strap to the first class (available where yoga supplies are sold). Bring water and refrain from eating for two hours before class. All levels of experience welcome. Fee: \$120

Item G8980 M. Hanneman NORTH, V0100
8 Mondays Apr 16 - Jun 11 6:15 - 7:15pm
No class 5/28

Yoga for Every Body

This non-intimidating class encourages beginners as well as experienced yoga students to work at their own level. Emphasis is on breath, stress reduction, increased flexibility, joint stability/mobility, condi-



**LOCATED ON THE
GROUND FLOOR**

Mon - Thurs ... 7:30am-7:30pm
Fri & Sat ... 7:30am-3:00pm
Sun ... closed

tioning core muscles and overall body strength. Class ends with relaxation, leaving you feeling refreshed and connected. Fee: \$145

Item G8977 H. Campbell PLCC
10 Mondays Apr 2 - Jun 4 6:15 - 7:15pm
Pine Lake Community Center, 21333 SE 20th, Issaquah

Yogalates on the Ball

For those looking to have fun learning both Pilates and Yoga poses on the ball, with an emphasis on strengthening and core realignment. Bring water, a yoga sticky mat, two 1" blocks, a stretchy strap and an exercise ball (available where yoga supplies are sold). Refrain from eating two hours before class. Fee: \$120

Item G8981 M. Hanneman NORTH, V0100
8 Mondays Apr 16 - Jun 11 7:30 - 8:30pm
No class 5/28

Cooking

A World of Appetizers

Get a taste of the irresistible flavors of Chef Kalin's favorite appetizers from around the world. Learn her secrets to preparing Spanakopita from Greece, a Cheesy Pesto and Sun-dried Tomato Torta from Italy, Miso-marinated Salmon Skewers inspired by the cuisine of Asia, and Empanadas, a stuffed pastry dish popular throughout Spain and Latin America. Indulge your senses and delight your holiday guests or family with a culinary treat with an international flavor. Fee: \$59

Item R8950 S. Kalin PCC
1 Tuesday Jun 19 6:30 - 9:00pm
PCC Natural Markets, 1810 12th Ave NW, Issaquah

Calzone and

Focaccia Favorites

New!

Iole Agüero shares her passion for the flavorful cuisine and fresh ingredients of her native Naples. Learn her secrets to making perfect dough and the simple steps to preparing two Italian classics, calzones and focaccia bread. On the menu are two traditional calzones, a mushroom and a spinach, as well as two timeless focaccia recipes one with Fontina and red

crushed peppers and one with rosemary. You will take home enough dough to make four calzones to share with friends and family. Fee: \$59

Item G8983 I. Agüero PCC
1 Tuesday Apr 24 6:30 - 9:00pm
PCC Natural Markets, 1810 12th Ave NW, Issaquah

Italian Seafood

Chef Iole Agüero's irresistible Italian seafood dishes are guaranteed to indulge your senses and delight your guests. The menu features the fresh ingredients and sophisticated flavors of pasta with prawns and sugar plum tomatoes, marinated mussels, crispy calamari and a sublime lemon curd pudding. Fee: \$59

Item G8984 I. Agüero PCC
1 Monday May 21 6:30 - 9:00pm
PCC Natural Markets, 1810 12th Ave NW, Issaquah

Home and Garden

Landscape Design

Maximize the beauty, value and enjoyment of your yard! Equal parts theory and practical tips, this class employs slides, lectures and a tour of the Bellevue College campus to examine plant specimens. Topics: grading, planting, lawns and entertainment areas. Analyze your own site and work with the instructor to create a unique new plan for your property. Instructor holds a degree in landscape architecture and is a specialist in native plants. Fee: \$175

Item G8963 B. Constantine MAIN, S224
6 Tuesdays May 21 7:00 - 9:30pm

Personal Organizing and Clutter Clearing

Find that letter, reclaim the counter tops and feel at home in your world! Come and create strategies for change and discuss concrete methods for tackling clutter and chaos. Learn clutter clearing and simple organizing principles to help you break old patterns, learn new organizing skills and develop filing systems that work for you. Fee: \$49

Item G8955 R. Rass NORTH, V1120
2 Tuesdays Apr 17 - Apr 24 7:00 - 8:30pm

Telos

This educational program is aimed at retired people who wish to participate in opportunities and challenges for continued learning, personal growth, and new friendships. A wide variety of cultural enrichment classes, designed to fit the lifestyles and interests of retirees, are rotated quarterly and are conducted in a relaxed atmosphere. Small non-graded, non-credit daytime classes meet once a week during three eight-week quarters of the school year.

You can read expanded descriptions of TELOS classes and learn about the instructors by visiting our website, www.gotobcc.com/telos, or requesting a copy of the TELOS quarterly flyer in the mail by calling Customer Service, (425) 564-2263. The flyer is also available in libraries, senior centers and other public places.



For more information,
call (425) 564-4400
www.gotobcc.com/telos

TELOS

SPRING QUARTER ORIENTATION

Thursday, March 15, 2012

Are you considering enrolling in a TELOS class but aren't quite sure what you'd like? Come to a special orientation session, meet the instructors who will describe the plans for their courses, and get to know some fellow students, too!

WHEN?

Thursday, Mar. 15, 2012 1:30-3:30pm

WHERE?

Room 1125

Bellevue College North Campus

14673 NE 29th Place,
Bellevue, WA 98007

Light refreshments will be served.

TELOS - Views of the News I

Lively discussion of current events in the news. About 30 minutes will be devoted to discussion of the top stories of the week; the balance to focusing in depth on a topic chosen the previous week. Limited to 15 students. Volunteer moderator: Jim Farrell Fee: \$54

Item G8010	Staff	NORTH, V1104
8 Mondays	Apr 2 - May 21	9:30 - 11:00am

TELOS - Views of the News II

Join us for a lively, highly interactive collaborative discussion of timely and current news as well as persistent topics like Afghanistan, the National Deficit and the 2012 Election. We will also discuss more enduring topics. We will vote weekly on topics for discussion the following week. Limited to 15 students. Volunteer moderator: Dee Koger Fee: \$54

Item G8011	Staff	NORTH, V1102
8 Mondays	Apr 2 - May 21	9:30 - 11:00am

TELOS - Shamanism *New!*

Before human beings had formal religion, healing and safeguarding cultural beliefs were in the hands of the shaman. In this course we will study the shaman's ways, with a critical eye to imitations from the developed world. Dr. Candice Bradley is a cultural anthropologist who has a long-term academic interest in shamanism and traditional healing. Fee: \$65

Item G8014	C. Bradley	NORTH, V1112
8 Mondays	Apr 2 - May 21	11:30am - 1:00pm

TELOS - Medieval History and Literature: Gothic Glories *New!*

This course will examine the glories of the High Middle Ages. We will see life focus around three groups: those who work, those who fight and those who pray. Literature, music and the arts will revive culminating in the rise of hundreds of majestic cathedrals. Kristi Busch, M.A. has offered popular TELOS classes in U.S. and European history and philosophy. Fee: \$65

Item G8012	K. Busch	NORTH, V1125
8 Mondays	Apr 2 - May 21	11:30am - 1:00pm

TELOS - Intermediate

Conversational French

This intermediate-level class is for those with some prior experience in the French language. Fee: \$94

Item G8016	J. Teyssier-Li	NORTH, V1128
8 Mondays	Apr 16 - Jun 11	noon - 2:00pm

TELOS - History of Philosophy:

Socrates to Sartre

This survey examines the leading ideas which have given form to Western civilization, from the Pre-Socratic Greeks to the modern consciousness of existentialism, with special attention to the Enlightenment and the Romantic era. Kristi Busch has a Masters from George Washington University and many years of teaching experience. Fee: \$65

Item G8008	K. Busch	NORTH, V1108
8 Mondays	Apr 2 - May 21	1:30 - 3:00pm

TELOS - Intermediate

Spanish Conversation

Practice your Spanish with a native speaker in simple conversations while painlessly augmenting your vocabulary and knowledge of grammar. Fee: \$65

Item G8017	M. Rábago Thacker	NORTH, V112
8 Mondays	Apr 16 - Jun 11	1:30 - 3:00pm

TELOS - THE PLAY'S THE THING: An Introduction to Shakespeare *New!*

One Comedy. One Tragedy. One History. Shakespeare, often studied as literature, rightfully is drama/theatre. We will watch film versions of the plays and discuss the characters and the story the play tells. If Shakespeare was ruined for you by having to memorize "Friends, Romans, countrymen..." give his plays another chance! Fee: \$58

Item G8018	N. Talley	NORTH, V1102
7 Mondays	Apr 2 - May 14	1:30 - 3:00pm

TELOS - Neurology:

From Conception to Senescence

Understanding the nervous system requires some background in biology. This quarter we will address these subjects in greater depth, including embryology, neurochemistry and physiology, normal development, and aging. Subjects such as ethics, disabilities and novel interventions maybe addressed. Dr. Millstein taught neurology at the U. of Washington for many years. Fee: \$65

Item G8015	J. Millstein	NORTH, V1125
8 Mondays	Apr 2 - May 21	1:30 - 3:00pm

TELOS - Beginning T'ai

Chi for Older Adults

Yang Family style T'ai Chi, in a shortened version of 10-16 movement is ideal for older adults. Fee: \$92

Item G8036	K. Wright	NORTH, V0100
10 Mondays	Apr 9 - June 18	10:15 - 11:15am

No class 5/28

Item G8037	K. Wright	NORTH, V0100
10 Mondays	Apr 9 - June 18	11:30am - 12:30pm

No class 5/28

TELOS - The History of Washington and the Pacific Northwest: Part 2 *New!*

This course will examine the history of the Pacific Northwest from the massive transformation of the region by World War II to the present day. We will see the Northwest undergo dramatic change into a distinctive cultural and economic powerhouse. Brian Gann has a graduate degree in history from UW and writes for HistoryLink.org. Fee: \$65

Item G8019	B. Gann	NORTH, V1112
8 Mondays	Apr 2 - May 21	1:30 - 3:00pm

TELOS - The Transformation of American Democracy *New!*

American democracy has been defined as a work in progress. The purpose of this course is to examine

the historical origins and evolution of this work in progress. Starting with the Constitution this course will examine both its democratic and undemocratic features and how wordings have been interpreted and reinterpreted. Dr. Maynard has an M.D. and a Ph.D. in epidemiology and currently assists in the teaching of political science on the main BC campus as well as at TELOS. Fee: \$65

Item G8021 J. Maynard NORTH, V1125
8 Tuesdays Apr 3 - May 22 9:30 - 11:00am

TELOS - Islam in

Historical Perspective

Islam means "submission" (to the will of God), and is the fastest growing religion in the modern world. While the acts of a few militants have created a violent image of Islam, the vast majority of Muslims are neither Arab nor fanatics. Dr. Alan Miller is professor (emeritus) of religion, Miami (Ohio) University. Fee: \$65

Item G8022 A. Miller NORTH, V1125
8 Tuesdays Apr 3 - May 22 11:30am - 1:00pm

TELOS - The Geology of Our Remarkable Cordillera

The subject of the Geology class for spring quarter will be an in-depth examination of Iceland. Iceland is a world class place to learn about the processes that have shaped our Pacific Northwest landscape. The study also includes seeing how people can survive catastrophic geological events to build an admirable nation. Dr. John Whitmer is past president of the Northwest Geological Society. Fee: \$65

Item G8025 J. Whitmer NORTH, V1125
8 Tuesdays Apr 3 - May 22 1:30 - 3:00pm

TELOS - Creative Writing

Whether you are a beginning or experienced writer, whether your interest is in memoir writing, fiction or non-fiction, you will benefit from this class. Doris Toppen, a published author and poet, has taught writing for TELOS for many years. Fee: \$70

Item G8027 D. Toppen NORTH, V1118
8 Tuesdays Apr 3 - May 22 10:00am - noon

Item G8028 D. Toppen NORTH, V1118
8 Tuesdays Apr 3 - May 22 12:00 - 2:00pm

Item G8029 D. Toppen NORTH, V1118
8 Tuesdays Apr 3 - May 22 2:00 - 4:00pm

Item G8040 D. Toppen NORTH, V1118
8 Thursdays Apr 5 - May 24 1:00 - 3:00pm

TELOS - He Said, She Said - and Other Complexities of Gender

New!

Patriarchy has been a tectonic plate of Western civilization, and we have lived through an earthquake of change, shifting that plate. Starting with the assumption that men are not naturally oppressors and women not naturally victims, we will look at the development of patriarchy in antiquity and gender relationships today. Dr. Ellen Berg has adapted for TELOS a course she taught to men and women at the U. of Maryland for many years. Fee: \$65

Item G8005 E. Berg NORTH, V1102
8 Tuesdays Apr 3 - May 22 1:30 - 3:00pm

TELOS -

A Look at Astronomy New!

Explore the solar system and beyond in a multi-disciplinary look at Astronomy. Lavish images from NASA and other sources enliven the proceedings. Ryan Evans holds an M.A. in history from W. Washington U. and currently teaches at Columbia College, Everett. Fee: \$65

Item G8007 R. Evans NORTH, V1120
8 Wednesdays Apr 4 - May 23 9:30 - 11:00am

TELOS - A History of World War II: Europe

New!

Discover (or re-discover) the events of World War II in the European Theatre. Study the battles, tactics and the home front effort from different points of view. The course will examine the causes and motivation for war from all sides. Ryan Evans holds an M.A. in History from W. Washington U. and is currently teaching at Columbia College, Everett. Fee: \$65

Item G8006 R. Evans NORTH, V1120
8 Wednesdays Apr 4 - May 23 11:30am - 1:00pm

TELOS - Those Who Didn't Make It to the White House

Prominent Americans from Henry Clay to Hillary Clinton failed in their attempts to get there. How come? Does the best candidate always win? What does it take, who gets taken, and why? Richard Gemson, retired Seattle attorney, has offered courses on many aspects of American and world history, his first passion. Fee: \$65

Item G8031 R. Gemson NORTH, V1102
8 Wednesdays Apr 4 - May 23 10:30am - noon

TELOS - Things I Wish I'd Told my Children: Writing Your Ethical Will

New!

Before we leave this world, humans have a need to know that our lives have been purposeful and have had meaning for others as well as ourselves. Expression of our life's experiences, accomplishments and lessons learned is what we call an "Ethical Will." Philip Gerson is a founder of HERO House (Helping the Mentally Ill), and a member of Northwest Interfaith Community Outreach. Fee: \$54

Item G8032 P. Gerson NORTH, V1102
6 Wednesdays Apr 4 - May 9 1:30 - 3:00pm

TELOS - Continuing T'ai Chi for Older Adults

Yang family-style T'ai Chi, in a shortened version is ideal for older adults who know some basic T'ai Chi. Fee: \$92

Item G8038 K. Wright NORTH, V0100
10 Wednesdays Apr 11 - Jun 13 9:45 - 10:45am

TELOS - Advanced T'ai Chi for Older Adults

Older adults who have mastered the basic moves of the shortened Yang family-style T'ai Chi can move forward with coach Ken Wright. Fee: \$92

Item G8039 K. Wright NORTH, V0100
10 Wednesdays Apr 11 - Jun 13 11:00am - noon

TELOS - The Evolution of Greek Philosophy

We will explore the issues and ideas in the development of classic Greek philosophy. Join us in an odyssey of the mind to meet the major thinkers, from the Pre-Socratics, Socrates, Plato, Aristotle and the Hellenistic philosophers. Michael Falangus holds a Masters degree in Anthropology and has previously taught courses on ancient Greece. Fee: \$65

Item G8033 M. Falangus NORTH, V1104
8 Thursdays Apr 5 - May 24 9:30 - 11:00am

TELOS - Events That Impact History

Some events in history change the course of a nation or of a century. A few have global impact and resonate across millennia of human development. Edo Ziring, a long-time TELOS student, will put his personal interpretation on some of these events. An all-new menu of historic events will be presented in the spring quarter! Fee: \$65

Item G8041 E. Ziring NORTH, V1102
8 Thursdays Apr 5 - May 24 9:30 - 11:00am

TELOS - Make Mine Music

This class covers Mozart to Mendelssohn, Mussorgsky to Mahler, and other great composers whose names start with an "M." We'll listen to their music in small forms, major symphonic works and opera. Class members are encouraged to submit their favorite "M" recordings. Fee: \$65

Item G8046 S. Miller NORTH, V1120
8 Thursdays Apr 5 - May 24 1:30 - 3:00pm

TELOS - Enhancing the Lives of Retirees through Technology

Are you ready to Facebook with your grandchildren? It's time to jump into this exciting age of technology. In these classes you will learn how to text, use Facebook, and Skype. Linda Roddis, a pastor in the modern era will this time teach technology instead of theology. Bring your laptop, iPhone or other mobile device to class! Fee: \$58

Item G8044 L. Roddis NORTH, V2136
8 Thursdays Apr 5 - May 24 10:00 - 11:00am

TELOS - Cell phones, smart phones and APPs - Catch up with your grandkids!

Do you have an iPhone or a SMART PHONE? In this class we will learn the ins and outs of our smart phones, and then we will have some fun with "Apps." If you have questions or answers about cell phones, or simply want to see what is available, turn on your phone and come to this class. Limited to 10 students. Fee: \$58

Item G8045 L. Roddis NORTH, V2136
8 Thursdays Apr 5 - May 24 11:30am - 12:30pm

Item G8009 L. Roddis NORTH, V2136
8 Thursdays Apr 5 - May 24 1:00 - 2:00pm

REGISTER BEFORE
Mar. 26

SAVE
THE \$10 REGISTRATION FEE!

TELOS - Sociology Meets Literature - 2

New!

A course by this name was offered previously. You are welcome to this ALL NEW course where both the sociology and the literature will be new and different. What remains the same is that we will read short stories - texts will be provided - in order to explore sociological ideas. Dr. Ellen Berg holds a BA in English and advanced degrees in sociology. She has taught at the University of Maryland and Vassar. Fee: \$65

Item G8043 E. Berg NORTH, V1125
8 Thursdays Apr 5 - May 24 11:30am - 1:00pm

TELOS - Travel the World Volunteering!

Projects all over the world accept volunteers; learn about them here! Fee: \$36

Item G8047 J. Major NORTH, V1102
4 Thursdays Apr 12 - May 3 1:00 - 2:30pm

TELOS - How Life Began and Evolved

Specifically designed for those with little or no science background, this course focuses on secrets of our past, recently discovered through DNA analysis. How did a simple cell increase its complexity to produce today's diverse organisms? What's so special about the human species? Dr. Winston Brill, a retired professor of microbiology, founded a biotech company and has consulted on creativity/innovation. Fee: \$65

Item G8042 W. Brill NORTH, V1110
8 Thursdays Apr 5 - May 24 1:30 - 3:00pm

TELOS - Fictions of Africa: A Film Festival

New!

In this course we will watch eight feature films about Africa, with an eye toward understanding more about African culture. We will focus, for example, on Hollywood's portrayal of Africa and the colonial encounter. Dr. Candice Bradley is a cultural anthropologist with long-term fieldwork in Africa. Fee: \$130

Item G8048 C. Bradley NORTH, V1112
8 Fridays Apr 6 - May 25 noon - 3:00pm

TELOS - Shakespeare and His World in Film and Other Media

One of the pleasures of foreign travel is to visit places of cultural significance that are celebrated in popular arts. With Shakespeare (and help from DVDs and the internet) we can travel throughout the British Isles, cross the Channel and visit exotic locations on the Continent (and some that exist only in the mind's eye). This class continues the journey begun in winter quarter; new students are welcome! Fee: \$130

Item G8049 T. Swaine NORTH, V1118
8 Fridays Apr 6 - May 25 12:00 - 3:00pm

World Languages Institute & Travel

World Languages 36

Translation & Interpretation 41

Travel 40

World Languages

Raising Bilingual Children

Want to raise your child bilingually? Not sure where to start? Afraid of making mistakes? This three-hour seminar will prepare parents, grandparents and other caregivers in the rewarding choice to raise their children bilingually and/or multilingually. Included is an overview of research on bilingual families, tips and strategies on getting started, activities for keeping bilingualism alive in your family as well as plenty of participant discussion. Fee: \$39

Item G9259 C. Heller NORTH, V1128
1 Saturday May 19 9:30am - 12:30pm

SIGN LANGUAGE

American Sign Language 1

For those who are deaf or who want to communicate with the deaf. Includes the manual communication alphabet and everyday phrases to assist in basic conversation. Method is American Sign Language (Armeslan). Required text: *VISTA Signing Naturally - Level 1*. Fee: \$155

Item G9266 L. Varrelman MAIN, N208
8 Tuesdays Apr 3 - May 29 6:00 - 8:30pm
No class 5/8

American Sign Language 2

The focus of this course is to help students develop ASL conversation and alphabet skills. Required text: *VISTA Signing Naturally - Level 1*. Fee: \$155

Item G9284 L. Varrelman MAIN, N204
8 Mondays Mar 2 - Jun 4 6:00 - 8:30pm
No class 5/7 and 5/28

American Sign Language 3

This course will focus on ASL conversation, grammar, facial expressions and the deaf culture. Required text: *VISTA Signing Naturally - Level 2*. Fee: \$155

Item G9279 L. Varrelman MAIN, N209
8 sdays Apr 5 - May 31 6:00 - 8:15pm
No class 5/10

Conversational ASL

Immerse yourself in ASL (American Sign Language) conversation and boost your comprehension and signing skills. Communicate in practical real-life contexts, and increase your vocabulary, ASL grammar, facial expressions, fluency, and confidence. For deaf or those who want to communicate with deaf people using ASL. Prerequisite: 4 quarters of ASL or equivalent experience. Fee: \$155

Item G9272 L. Varrelman MAIN, R204
8 Wednesdays Apr 4 - May 30 6:00 - 8:15pm
No class 5/9

CHINESE (MANDARIN)

See also "Ins and Outs of Travel to China" under Travel Seminars.

Chinese 1

This course is for those who have not previously studied Mandarin Chinese. Students will be introduced to pronunciation, learn greetings and the use of practical, spoken Chinese. Required text: *Integrated Chinese, Level 1, Part 1, 3rd ed. (simplified)*. Fee: \$155

Item G9296 S. Wang MAIN, L124
10 Tuesdays Apr 3 - Jun 5 6:30 - 8:30pm

Chinese 2

If you have taken Chinese 1 or have been away from the language for a while but already know some grammar and vocabulary, this course is for you. You will develop basic skills in pronunciation, speaking, and comprehension as you learn new grammar and vocabulary. Required text: *Integrated Chinese, Level 1, Part 1, 3rd ed. (simplified)*. Fee: \$155

Item G9319 M. Sun MAIN, L213
10 Thursdays Apr 5 - Jun 7 6:30 - 8:30pm

Chinese 3

For students who have taken two quarters of Chinese or the equivalent. You will have the opportunity to work on the concepts learned in previous levels, while continuing to learn principles of the Chinese language. Required text: *Integrated Chinese, Level 1, Part 1, 3rd ed. (simplified)*. Fee: \$155

Item G9310 S. Wang MAIN, L124
10 Wednesdays Apr 4 - Jun 6 6:30 - 8:30pm

Item G9336 S. Li NORTH, V1118
10 Saturdays Apr 7 - Jun 16 1:30 - 3:30pm
No class 5/26

Chinese 4

For students who have studied three quarters of Mandarin Chinese or the equivalent. Required text: *Integrated Chinese, Level 1, Part 2, 3rd ed. (simplified)*. Fee: \$155

Item G9275 W. Liu NORTH, V110:
9 Wednesdays Apr 4 - May 30 7:00 - 9:00pm

Chinese 6

This course is for students who have completed their first five levels of Chinese or the equivalent. The focus is on grammar and conversation. Required text: *Integrated Chinese, Level 1, Part 2, 3rd ed. (simplified)*. Fee: \$155

Item G9285 S. Wang MAIN, L12:
9 Mondays Apr 2 - Jun 4 6:30 - 8:30pm
No class 5/28

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Chinese 10

This course is for students who have completed the first nine levels of Chinese or the equivalent. The focus is on grammar and conversation. Required text: *Integrated Chinese, Level 2, Part 1, 3rd ed.* Fee: \$155

Item G9280	S. Wang	MAIN, L124
9 Thursdays	Apr 5 - May 31	6:30 - 8:30pm

DUTCH

Dutch 3

This course is for students who have taken two quarters of Dutch or the equivalent. Participants will continue to learn structures, vocabulary, cultural information, and how to communicate in everyday situations. Textbook required: *Dutch: An Essential Grammar, 9th ed.* Fee: \$155

Item G9263	J. Bungenberg de Jong	NORTH, V1124
8 Thursdays	Apr 5 - May 24	6:30 - 8:30pm

FARSI

Farsi (Persian) 3

If you have taken Farsi 2 or have been away from the language for a while but already know some grammar, vocabulary, and the alphabet, this course is for you. You will develop basic skills in reading, writing, and speaking as you learn new grammar and vocabulary. Fee: \$155

Item G9261	F. Ansari	NORTH, V1107
8 Mondays	Apr 2 - May 21	6:30 - 8:30pm

FRENCH

See also "Survival French for the Traveler" and "When in Paris - do as the Parisians do!" under Travel Seminars.

French 1

For students with little or no previous knowledge of French. Participants will learn basic verb conjugations and usage, simple conversations, and pronunciation of the alphabet, as well as cultural information. Required text: *Deux Mondes - 6th ed., Volume 1 (textbook/workbook).* Fee: \$155

Item G9327	Z. K. Kebritchi	NORTH, V1112
10 Mondays	Apr 2 - Jun 11	6:15 - 8:15pm
No class 5/28		

Item G9313	Y. Matoré-Hoisington	NORTH, V1112
10 Wednesdays	Apr 4 - Jun 6	7:00 - 9:00pm

Item G9333	J. Teysier-Li	NORTH, V1112
9 Tuesdays	Apr 17 - Jun 12	noon - 2:00pm

French 2

Students will continue to learn basic structures while expanding expression in practical situations. Topics may include transportation, directions, shopping, and daily routines. Required text: *Deux Mondes - 6th ed., Volume 1 (textbook/workbook).* Fee: \$155

Item G9308	Z. K. Kebritchi	NORTH, V1118
10 Wednesdays	Apr 4 - Jun 6	6:15 - 8:15pm

Item G9324	P. Behzad-Pour	NORTH, V1118
9 Mondays	Apr 9 - Jun 11	11:15am - 1:15pm

No class 5/28

French 3

Students will learn to use past verb tenses, and topics may include historical and holiday traditions. Required text: *Deux Mondes - 6th ed., Volume 1 (textbook/workbook).* Fee: \$155

Item G9311	T. Endres	MAIN, L219
10 Wednesdays	Apr 4 - Jun 6	6:30 - 8:30pm

Item G9276	M. Bresko	NORTH, V1128
9 Thursdays	Apr 5 - Jun 7	9:15 - 11:15am

No class 4/19

French Grammar Tune-Up

This workshop aims to help you review, understand, and master some of the more challenging French grammar concepts introduced in the first three levels of French. Prerequisite: 3 quarters of French or equivalent. Fee: \$155

Item G9337	J. Teysier-Li	NORTH, V1128
9 Mondays	Apr 16 - Jun 18	9:45 - 11:45am

No class 5/28

French 4

For students who have had three quarters of French or the equivalent. Activities will be conversation-based with emphasis on use in practical situations. Grammar will include practice with tenses other than the present. Required text: *Deux Mondes - 6th ed., Volume 2 (textbook/workbook).* Fee: \$155

Item G9278	M. Bresko	NORTH, V1128
9 Thursdays	Apr 5 - Jun 7	11:30am - 1:30pm

No class 4/19

Item G9307	P. Behzad-Pour	NORTH, V1126
9 Wednesdays	Apr 11 - Jun 6	6:00 - 8:00pm

French 5

This course is for students who have studied the basic concepts of the language and who wish to expand vocabulary and fluency to carry on increasingly complex conversational situations. Required text: *Deux Mondes - 6th ed., Volume 2 (textbook/workbook).* Fee: \$155

Item G9265	T. Endres	MAIN, L211
9 Tuesdays	Apr 3 - May 29	6:30 - 8:30pm

French 6

This intermediate-advanced level course is for students who have studied the basic concepts of the language and wish to review French grammar and lexicon and strengthen their comprehension, fluency, speaking and writing. Required text: *Deux Mondes - 6th ed., Volume 2 (textbook/workbook).* Fee: \$155

Item G9268	Y. Matoré-Hoisington	NORTH, V1126
9 Tuesdays	Apr 3 - May 29	7:00 - 9:00pm

Item G9338	J. Teysier-Li	NORTH, V1128
9 Mondays	Apr 16 - Jun 18	6:30 - 8:30pm

French 7

This intermediate-advanced level course is for students who have studied the basic concepts of the language and wish to review French grammar and lexicon and strengthen their comprehension, fluency, speaking and writing. Prerequisite: six quarters of French or equivalent. Fee: \$155

Item G9332	J. Teysier-Li	NORTH, V1122
9 Tuesdays	Apr 17 - Jun 12	9:45 - 11:45am

Summer Program for Teens



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Advanced French Grammar

This class aims to help you review, understand, and master some of the more challenging and advanced grammar concepts introduced in French 4 through 6. Prerequisite: six quarters of French or equivalent. Fee: \$155

Item G9335	J. Teysier-Li	NORTH, V1127
9 Thursdays	Apr 19 - Jun 14	noon - 2:00pm

GERMAN

German 1

To acquaint the student with the German language and the language learning process, focusing on listening and speaking. Participants will learn the essentials of grammar, pronunciation, and basic everyday vocabulary and expressions in the present tense. Required text: *Wie Gehst? - 9th ed.* Fee: \$155

Item G9318	H. Missal	NORTH, V1118
10 Thursdays	Apr 5 - Jun 7	6:30 - 8:30pm

German 2

For students who have taken one quarter of German or the equivalent. Emphasis is on speaking and listening comprehension. Topics include traditions, food, and life in the city. Introduction to dative case, subordinate clauses, personal pronouns, and auxiliary verbs. Required text: *Wie Gehst? - 9th ed.* Fee: \$155

Item G9331	H. Missal	NORTH, V1124
10 Mondays	Apr 2 - Jun 11	6:30 - 8:30pm

No class 5/28

German 3

For students who have had two quarters of German or the equivalent. Topics include travel and leisure, housing, money and banking, and postal services. You will learn about the genitive case, adverbs, and the imperative. Required text: *Wie Gehst? - 9th ed.* Fee: \$155

Item G9269	M. Niles	MAIN, R11048
9 Tuesdays	Apr 3 - May 29	7:00 - 9:00pm

German 4

For students who have had three quarters of German or the equivalent. Required text: *Wie Gehst? - 8th ed.* Fee: \$155

Item G9281	M. Niles	MAIN, L219
9 Thursdays	Apr 5 - May 31	7:00 - 9:00pm

German Through Current Events

See Germany the way the Germans do. Read and discuss current events using the latest German publications. Prerequisite: at least six quarters of German or equivalent. Fee: \$155

Item G9289	K. Krämer	MAIN, R208
9 Mondays	Apr 2 - Jun 4	7:00 - 9:00pm

No class 5/28

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ITALIAN

See also "The Italian Renaissance" under Personal Enrichment.

Cultural Strategies for the Tourist in Italy

This three-hour seminar will present some unknown aspects of the Italian culture to the traveler who wishes to interact and learn more about the culture and people of Italy. Through interactive exercises, analysis, and discussions of real-life events, the instructor will focus on cross-cultural differences between the US and the Italian culture, and will address cultural stereotypes and body language. Participants are encouraged to share questions and experiences. Fee: \$29

Item G9255	R. Foglietti	NORTH, V1128
1 Saturday	May 12	9:30am - 12:30pm

Italian for Travelers

Students will learn survival travel vocabulary and cultural information in preparation for a visit to Italy. Fee: \$99

Item G9346	V. Preziuso-Davies	MAIN, A240
5 Thursdays	Apr 5 - May 3	6:30 - 8:30pm

Italian 1

Students will learn pronunciation, the essentials of grammar, and basic everyday vocabulary and expressions in the present tense. Required text: *Avanti! Beginning Italian, 2nd ed., Volume 1 (textbook/workbook/lab manual)*. Fee: \$155

Item G9339	T. Pibiri	NORTH, V1110
10 Mondays	Apr 2 - Jun 18	7:00 - 9:00pm
No class 4/9 and 5/28		

Item G9271	M. Tartaglia	NORTH, V1118
9 Wednesdays	Apr 4 - May 30	12:30 - 2:30pm

Italian 2

For students who have taken one quarter of Italian or the equivalent. You will practice present tense and expand expression in culturally appropriate contexts. Required text: *Avanti! Beginning Italian, 2nd ed., Volume 1 (textbook/workbook/lab manual)*. Fee: \$155

Item G9345	V. Preziuso-Davies	MAIN, A240
10 Tuesdays	Apr 3 - Jun 5	6:30 - 8:30pm

Item G9325	J. Moschella	NORTH, V1120
9 Mondays	Apr 9 - Jun 11	12:30 - 2:30pm
No class 5/28		

Italian 3

For students who have taken two quarters of Italian or the equivalent. Emphasis is on strengthening communicative skills through conversations and exercises. Required text: *Avanti! Beginning Italian, 2nd ed., Volume 1 (textbook/workbook/lab manual)*. Fee: \$155

Item G9292	T. Pibiri	NORTH, V1126
9 Tuesdays	Apr 3 - Jun 5	10:00am - 12:00pm
No class 4/10		

Item G9315	M. Tartaglia	MAIN, R209
10 Wednesdays	Apr 4 - Jun 6	7:00 - 9:00pm

Italian 4

For students who have had three quarters of Italian or equivalent experience. Required text: *Avanti! Beginning Italian, 2nd ed., Volume 2 (textbook/workbook/lab manual)*. Fee: \$155

Item G9295	T. Pibiri	NORTH, V1126
9 Tuesdays	Apr 3 - Jun 5	12:30 - 2:30pm
No class 4/10		

Item G9305	M. Tartaglia	MAIN, R209
10 Wednesdays	Apr 4 - Jun 6	5:15 - 6:45pm

Italian 5

For students who have had four quarters of Italian or equivalent experience. Required text: *Avanti! Beginning Italian, 2nd ed., Volume 2 (textbook/workbook/lab manual)*. Fee: \$155

Item G9267	O. De Stavola	NORTH, V1124
9 Tuesdays	Apr 3 - May 29	6:30 - 8:30pm

Italian 6

For students who have had five quarters of Italian or equivalent experience. Required text: *Avanti! Beginning Italian, 2nd ed., Volume 2 (textbook/workbook/lab manual)*. Fee: \$155

Item G9274	O. De Stavola	NORTH, V1122
9 Wednesdays	Apr 4 - May 30	6:30 - 8:30pm

Item G9323	J. Moschella	NORTH, V1120
9 Mondays	Apr 9 - Jun 11	10:00am - 12:00pm
No class 5/28		

Italian through Current Events

See Italy the way the Italians do. Read and discuss current events using the latest Italian publications. Prerequisite: at least seven quarters of Italian or equivalent experience. Fee: \$155

Item G9329	J. Moschella	NORTH, V1126
9 Mondays	Apr 9 - Jun 11	6:30 - 8:30pm
No class 5/28		

Advanced Italian

This advanced level Italian class is for students who have studied the basic concepts of the language and wish to strengthen their comprehension, fluency, speaking, and writing. The class emphasizes conversation and is conducted in Italian. Fee: \$155

Item G9302	T. Pibiri	NORTH, V1126
8 Wednesdays	Apr 4 - May 30	10:00am - 12:00pm
No class 4/11		

Conversiamo

Taught entirely in Italian. Read and discuss current events using Italian magazines and newspapers. Expand your vocabulary, develop your reading comprehension and fluency, and learn about Italy the way Italians do. Prerequisite: for students with a good command of Italian. Fee: \$155

Item G9277	O. De Stavola	NORTH, V1124
9 Thursdays	Apr 5 - May 31	10:00am - 12:00pm

Parliamo

Taught entirely in Italian. See Italy the way Italians do! Immerse yourself in the Italian language and culture through television and audio/video recordings. Discuss current events and improve your listening comprehension, vocabulary, and fluency. For students with a good command of Italian. Fee: \$155

Item G9320	O. De Stavola	NORTH, V2071
10 Thursdays	Apr 5 - Jun 7	7:00 - 8:45pm

JAPANESE

Nihongo

Taught entirely in Japanese, this class welcomes teenage heritage speakers who have completed at least 4th grade of elementary school in Japan (or at a "Hoshuko" in the U.S.) and wish to maintain and develop their Japanese language skills. Instruction will focus exclusively on language arts ("Kokugo"), at a 4th - 6th grade level. Fee: \$179

Item G9322	A. Miura, R. Hornbrook	NORTH, V1124
9 Saturdays	Apr 7 - Jun 9	10:00am - 12:30pm
No class 5/26		

Japanese 1

Students will acquire basic everyday vocabulary and expressions in their proper cultural context. They will learn to read and write Hiragana and get acquainted with the essentials of Japanese grammar. Required textbook: *Japanese for Busy People I, Revised 3rd ed.* Fee: \$155

Item G9321	N. Takei	MAIN, R311
10 Thursdays	Apr 5 - Jun 7	7:00 - 9:00pm

Japanese 2

For students who have taken one quarter of Japanese or the equivalent. In addition to Hiragana you will learn to read and write Katakana. Emphasis is on strengthening communication skills through simple conversations and exercises. Required text: *Japanese for Busy People I, Revised 3rd ed.* Fee: \$155

Item G9299	T. Kelton	MAIN, C167
10 Tuesdays	Apr 3 - Jun 5	6:30 - 8:30pm

Japanese 3

For students who have taken two quarters of Japanese or the equivalent. Review of Hiragana and Katakana, and introduction to Kanji. You will learn to communicate in diverse and culturally appropriate contexts. Required text: *Japanese for Busy People I, Revised 3rd ed.* Fee: \$155

Item G9283	R. Hornbrook	MAIN, L211
9 Thursdays	Apr 5 - Jun 7	7:00 - 9:00pm
No class 4/19		

Japanese 5

For students who have taken four quarters of Japanese or the equivalent. Emphasis on strengthening conversational skills, social and business etiquette, and Kanji. Required text: *Japanese for Busy People II, Revised 3rd ed.* Fee: \$155

Item G9290	N. Takei	MAIN, R205
9 Mondays	Apr 2 - Jun 4	7:00 - 9:00pm
No class 5/28		

Japanese 6

For students who have taken five quarters of Japanese or the equivalent. Emphasis on strengthening conversational skills, social and business etiquette, and Kanji. Required text: *Japanese for Busy People II, Revised 3rd ed.* Fee: \$155

Item G9273	T. Kelton	MAIN, C168
9 Wednesdays	Apr 4 - May 30	6:30 - 8:30pm

Japanese 7

For students who have taken six quarters of Japanese or the equivalent. Textbook and workbook required: *Japanese for Busy People II - Revised 3rd ed.* Fee: \$155

Item G9262	N. Takei	MAIN, D102
8 Tuesdays	Apr 3 - May 22	7:00 - 9:00pm

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Japanese 9

For students who have taken eight quarters of Japanese or the equivalent. This course will help expand vocabulary, improve conversational fluency, and increase knowledge of Kanji. Textbook and workbook required: *Japanese for Busy People III - Revised 3rd ed.* Fee: \$155

Item G9347	T. Kelton	MAIN, L126
9 Thursdays	Apr 5 - May 31	6:30 - 8:30pm

Advanced Japanese

This advanced-level course will help expand vocabulary, improve conversational fluency, and increase knowledge of Kanji. Required textbook and workbook: *Japanese for Busy People III, Revised 3rd ed.* Fee: \$155

Item G9288	T. Kelton	MAIN, R210
9 Mondays	Apr 2 - Jun 4	6:30 - 8:30pm
No class 5/28		

KOREAN

Korean 2

This course is for students who have had one quarter of Korean or the equivalent. Required text: *Sogang Korean 1A*. Fee: \$155

Item G9306	S. Kim	MAIN, L126
9 Wednesdays	Apr 4 - Jun 6	6:00 - 8:00pm
No class 5/16		

PORTUGUESE

Portuguese 3

This course is for those with basic conversational ability in Portuguese. Students will learn language structures, vocabulary, communicative skills, and information about the culture, geography and history of Brazil. Required text: *Bom Dia, Brasil*. Fee: \$155

Item G9270	R. Bruni Akalin	MAIN, L126
9 Tuesdays	Apr 3 - May 29	7:00 - 9:00pm

Portuguese 4

This course is for those with basic conversational ability in Portuguese. Students will learn language structures, vocabulary, communicative skills, and information about the culture, geography and history of Brazil. Required text: *Português Básico para Estrangeiros - Principiante, Intermediário, Avançado, 2nd ed.* Fee: \$155

Item G9286	S. Pacheco	MAIN, L219
9 Mondays	Apr 2 - Jun 4	6:30 - 8:30pm
No class 5/28		

RUSSIAN

Russian 2

For students who have had one quarter of instruction or an introduction to the Cyrillic alphabet and basic grammar. Required text: *Nachalo, Book 1, 2nd ed.* (with CD). Fee: \$155

Item G9282	L. Simonyan	NORTH, V1122
9 Thursdays	Apr 5 - May 31	7:00 - 9:00pm

SPANISH

Spanish for Travelers

Don't leave home without having experienced this essential Spanish course! Learn survival vocabulary



and expressions and culture tips for the road. Bring Spanish->English dictionary to class. Fee: \$99

Item G9256	M. Rábago Thacker	NORTH, V1120
5 Mondays	Apr 16 - May 14	6:30 - 8:30pm

Spanish 1

Students will learn to speak, read, and write Spanish using basic vocabulary and expressions in the present tense. Required text: *Dos Mundos - 7th ed., Volume 1 (textbook/workbook)*. Fee: \$155

Item G9330	E. Valdez	MAIN, L126
10 Mondays	Apr 2 - Jun 11	6:30 - 8:30pm
No class 5/28		

Item G9298	A. Cárdenas	MAIN, R210
10 Tuesdays	Apr 3 - Jun 5	6:30 - 8:30pm

Item G9316	A. Marshall	NORTH, V1126
10 Thursdays	Apr 5 - Jun 7	11:30am - 1:30pm

Item G9341	M. Rábago Thacker	NORTH, V1112
10 Thursdays	Apr 19 - Jun 21	6:30 - 8:30pm

Spanish 1 Intensive

In this twice-weekly course students learn to speak, read, and write Spanish using basic vocabulary and expressions in the present tense. Required text: *Dos Mundos - 7th ed., Volume 1 (textbook/workbook)*. Fee: \$155

Item G9254	A. Cárdenas	MAIN, R203
10 sessions MW	Apr 2 - May 2	6:30 - 8:30pm

Item G9340	M. Rábago Thacker	NORTH, V1120
10 sessions MW	May 21 - Jun 25	6:30 - 8:30pm
No class 5/28		

Spanish 1 Express

"Express" introduces a format designed to provide the time-starved learner with a fast track alternative to our 5 and 10-week courses, covering the standard Spanish 1 curriculum in a mere two weekends. You will learn to speak, read, and write Spanish using basic vocabulary and expressions in the present tense. A maximum class size of 15 ensures high student participation and accelerated learning outcomes. Required text: *Dos Mundos - 7th ed., Volume 1 (textbook/workbook)*. Fee: \$155

Item G9252	S. Aardal-Montaculte	MAIN, R109
4 sessions SaSu	Apr 14 - Apr 22	
Saturdays: 9:00am - 2:30pm		
Sundays: noon - 3:00pm		

Spanish 2

Students will have practice opportunities using the present and informal future tenses and will expand expression in practical situations, including getting

acquainted and ordering food. Required text: *Dos Mundos - 7th ed., Volume 1 (textbook/workbook)*. Fee: \$155

Item G9303	S. Aardal-Montaculte	NORTH, V1128
10 Wednesdays	Apr 4 - Jun 6	10:00am - 12:00pm

Item G9317	A. Cárdenas	MAIN, R208
10 Thursdays	Apr 5 - Jun 7	6:30 - 8:30pm

Item G9314	L. Loring	RHS, E106
10 Wednesdays	Apr 11 - Jun 13	7:00 - 9:00pm
Redmond High School, 17272 NE 104th St., Redmond		

Item G9334	M. Rábago Thacker	NORTH, V1128
10 Tuesdays	Apr 17 - Jun 19	6:30 - 8:30pm

Spanish 2 Intensive

In this twice weekly course students will have practice opportunities using the present and informal future tenses and will expand expression in practical situations. Required text: *Dos Mundos - 7th ed., Volume 1 (includes textbook and workbook)*. Fee: \$155

Item G9328	A. Cárdenas	MAIN, R203
10 sessions MW	May 7 - Jun 11	6:30 - 8:30pm
No class 5/28		

Spanish 3

Students will begin to use tenses other than the present tense, to participate in more diverse conversational situations, and to read, write and speak using the past tenses. Required text: *Dos Mundos - 7th ed., Volume 1 (textbook/workbook)*. Fee: \$155

Item G9300	C. Miranda-Perez	MAIN, C165
10 Tuesdays	Apr 3 - Jun 5	7:00 - 9:00pm

Item G9304	S. Aardal-Montaculte	NORTH, V1128
10 Wednesdays	Apr 4 - Jun 6	12:15 - 2:15pm

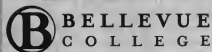
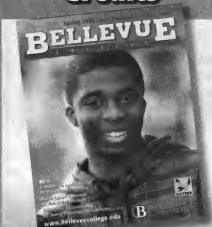
Item G9312	A. Marshall	RHS, E107
10 Wednesdays	Apr 11 - Jun 13	7:00 - 9:00pm
Redmond High School, 17272 NE 104th St., Redmond		

Basic Conversational Spanish

Immerse yourself in Spanish and boost your pronunciation, listening comprehension and speaking skills! A maximum class size of 15 ensures high student participation and superior learning outcomes. Communicate in practical real-life contexts, and increase your vocabulary, fluency and confidence. Take this course in conjunction with Spanish 4 or as a single class. Prerequisite: 3 quarters of Spanish or equivalent experience. Fee: \$155

Item G9287	S. Aardal-Montaculte	MAIN, L221
9 Mondays	Apr 2 - Jun 4	6:30 - 8:30pm
No class 5/28		

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Spanish Grammar

Review: Levels 1 - 3

This class aims to help you review, understand, and practice the major grammar concepts and structures introduced in the first three levels of Spanish. Prerequisite: 3 quarters of Spanish or equivalent. Fee: \$99

Item C9343	M. Rábago Thacker	NORTH, V2020
5 Wednesdays	Apr 18 - May 16	6:30 - 8:30pm

Spanish 4

For students who have had at least three quarters of Spanish or the equivalent. Emphasis will be on developing higher conversational skills using tenses other than the present tense and more complex grammar for practical conversational situations. Required text: *Dos Mundos - 7th ed., Volume 2 (textbook/workbook)*. Fee: \$155

Item C9297	E. Valdez	MAIN, L219
10 Tuesdays	Apr 3 - Jun 5	6:30 - 8:30pm

Spanish 5

This intermediate level course is for students who have studied the basic concepts of the language and wish to expand vocabulary to participate in increasingly complex conversational situations. Required text: *Dos Mundos - 7th ed., Volume 2 (textbook/workbook)*. Fee: \$155

Item C9326	A. Marshall	NORTH, V1126
10 Mondays	Apr 2 - Jun 11	2:00 - 4:00pm

No class 5/28

Spanish 6

This intermediate-advanced level course is for students who have studied the basic concepts of the language and wish to review Spanish grammar and lexicon and strengthen their comprehension, fluency, speaking and writing. Required text: *Dos Mundos - 7th ed., Volume 2 (textbook/workbook)*. Fee: \$155

Item C9309	S. Aardal-Montacute	MAIN, L221
10 Wednesdays	Apr 4 - Jun 6	6:30 - 8:30pm

Intermediate Conversational

Spanish

Immerse yourself in Spanish and boost your pronunciation, listening comprehension and speaking skills! A maximum class size of 15 ensures high student participation and superior learning outcomes. Communicate in practical real-life contexts, and increase your vocabulary, fluency and confidence. Prerequisite: 6 quarters of Spanish or equivalent. Fee: \$155

Item C9264	A. Marshall	NORTH, V1124
9 Tuesdays	Apr 3 - May 29	2:00 - 4:00pm

Spanish in Review

This intermediate-level course offers a review of the major Spanish grammar topics with plenty of practical exercises and conversation, including current events and cultural topics. Prerequisite: six quarters of Spanish or equivalent. Required text: *Review Text in Spanish Two Years - Segundo Libro*. Fee: \$155

Item C9294	S. Aardal-Montacute	NORTH, V1128
10 Tuesdays	Apr 3 - Jun 5	12:15 - 2:15pm

Spanish through Conversation

New!

Deepen your understanding of the Spanish language and culture while engaging in a variety of activities with a focus on conversation. Each session will center around a fun and culturally relevant theme, such as travel in South America, food and wine, tango, short stories and current events. Prerequisite: a minimum of 4 quarters of Spanish or equivalent proficiency. Fee: \$99

Item C9257	G. Llanos	RHS, E108
5 Wednesdays	Apr 18 - May 16	7:00 - 9:00pm

Redmond High School, 17272 NE 104th St., Redmond

Spanish 8

This intermediate level course is for students who have studied the basic concepts of the language and wish to review the major grammar topics. You will also strengthen your Spanish vocabulary, comprehension, and fluency. Prerequisite: 7 quarters of Spanish or equivalent. Fee: \$155

Item C9293	A. Marshall	NORTH, V1124
10 Tuesdays	Apr 3 - Jun 5	11:30am - 1:30pm

Spanish 11

This advanced level course is for students who have studied the basic concepts of the language and wish to review Spanish grammar and lexicon, practice conversation, and read Spanish literature. Prerequisite: Spanish 10 or equivalent experience. Fee: \$155

Item C9301	M. Alicia Robertson	NORTH, V1122
10 Tuesdays	Apr 3 - Jun 5	7:00 - 9:00pm

Advanced Spanish

Discuss a variety of topics and increase fluency, learn useful vocabulary and idioms, review grammar, and

explore the rich Hispanic culture through short stories and current events. Required texts: *AMSCO Workbook in Spanish Three Years; Hoblando bien se entiende lo gente*. Fee: \$155

Item C9291	S. Aardal-Montacute	NORTH, V1128
10 Tuesdays	Apr 3 - Jun 5	10:00am - 12:00pm

Travel

TRAVEL SEMINARS

See also "Cultural Strategies for the Tourist in Italy," "Italian for Travelers," and "Spanish for Travelers" under World Languages.

Greek Odyssey

Few places on earth can rival Greece for sheer beauty, drama, and history... and few people are better suited to take you on this journey than Maria Dallas-Smith, travel guide and daughter of Greece. This seminar provides an authentic look at how an ancient culture has shaped life and people in modern Greece. Learn about the Greek language, cuisine, and the history of the Greek Orthodox Church, and receive a wealth of practical information for planning an odyssey of your own. Fee: \$29

Item C9250	M. Dallas-Smith	NORTH, V1128
1 Saturday	Apr 7	10:00am - 1:00pm

How to Get Great, Free Home Exchanges

New!

Home exchanging offers a unique approach to exploring the world. This class discusses do's and don'ts and proven strategies for successful home exchanging. Learn about fees for joining exchange programs, choosing destinations, marketing your own house or apartment, car exchanges, issues around valuables, books on the subject, "couch surfing," and more. Fee: \$49

Item C9342	B. Morton	NORTH, V1102
1 Thursday	Apr 26	6:00 - 9:00pm

Ins and Outs of Travel in China

Find out why China has become one of the top destinations and how you can get the most out of your travels to this fascinating and often confounding country. China expert Dave Bruels has worked and traveled there for 20 years. His slide presentation will explore the many faces of China, from Beijing to Xi'an and Inner Mongolia, Shanghai, Sichuan and Yunnan provinces, the Yangtze River Gorges, and beautiful Guilin. He'll also weigh in on the advantages of individual travel vs. private vs. group tours. Tuition includes handouts and DVD. Fee: \$39

Item C9253	D. Bruels	NORTH, V1128
1 Saturday	Apr 28	9:00am - 12:30pm

REGISTER BEFORE
Mar. 26

SAVE
THE \$10 REGISTRATION FEE!

Pacific Northwest Getaways: The Outer Limits *New!*

The Pacific Northwest is blessed with unmatched natural splendor, offering the perfect backdrop for an unforgettable getaway. Discover world-class attractions in Southern Oregon, the Oregon Coast, Vancouver Island and the Inside Passage, Eastern Oregon in Nez Perce Chief Joseph country, the Walla Walla wine region, British Columbia's Okanagan and Mountain Hot Springs regions, Montana's Flathead-Glacier-Charlie Russell country, and Idaho's Pan Handle. Bill Morton has written over 500 travel pieces in newspapers and magazines. Fee: \$45

Item G9344 B. Morton NORTH, V1129
1 Wednesday Apr 25 6:00 - 9:00pm

Quality Cruising for Cheapskates

Not sure you're booking the best possible cruise at the cheapest possible price? First time and even veteran cruisers will learn how to find the cheapest fares and how to choose the perfect cruise that will best meet your needs. Instructor has taken more than 65 cruises. He will discuss the various cruise itineraries, the best cruise lines to set sail on and the real differences between the cabin types. Includes information on Alaska Cruises leaving from Seattle and Yangtze and European river boat cruising. Fee: \$45

Item G9251 L. Klein NORTH, V1112
1 Saturday Apr 14 9:00am - 12:00pm

Survival French for the Traveler

"Parlez-vous français? Ouil!" Anyone can learn the basics of the French language in just three hours. Learn to pronounce challenging French sounds, exchange greetings, order popular dishes and wines from a French menu, and receive valuable cultural tips to ease interaction with the locals. This class is for beginners, shy travelers, and those who have heard countless stories about the "French attitude." Your instructor is a native of France. Fee: \$39

Item G9258 V. Savoye NORTH, V1112
1 Saturday May 19 9:30am - 12:30pm

When in Paris - do as the Parisians do!

Plan your next vacation in the "City of Light" with a native instructor who lived in Paris for 10 years. Topics include: Paris history; overview of the 20 "Arrondissements" (districts); "Rive Droite" and "Rive Gauche"; best time to visit; what to pack and to wear; choosing hotels and restaurants; money matters; specialty shopping; and getting around. Receive valuable travel and cultural tips to help you "blend in," as well as an extensive list of resources. Please bring your favorite Paris map. Fee: \$39

Item G9260 V. Savoye NORTH, V1112
1 Saturday May 19 1:30 - 4:30pm

TRANSLATION & INTERPRETATION

CERTIFICATE

REGISTER FOR A FREE INFORMATION SESSION

Tuesday, Mar 6 6:00 - 8:00pm
Item WCOHB NORTH, V1104

Tuesday, Apr 17 6:00 - 8:00pm
Item GCOHA MAIN, D103

Tuesday, Jun 5 6:00 - 8:00pm
Item GCOHB MAIN, D103

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jamie.lucero@bellevuecollege.edu



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blog?

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Translation and Interpretation

TRANSLATION & INTERPRETATION CERTIFICATE COURSES

TRANS 101: Introduction to Translation & Interpreting

An introduction to translating and interpreting as a career, and for those who work with translators and interpreters. Overview of the field and skills necessary for the profession. Covers general problems involved in translating and interpreting. Prerequisite: Acceptance into program, bilingual proficiency. This is a three-credit course. For registration information, call (425) 564-3177. Fee: \$395

Item G6750 M. Cohen, K. German MAIN, C167
10 Wednesdays Apr 11 - Jun 13 6:00 - 9:00pm

TRANS 102: Fundamentals of Interpreting

Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking. Prerequisite: Acceptance into program, bilingual proficiency. This is a three-credit course. For registration information, call (425) 564-3177. Fee: \$395

Item G6751 K. Avagimova MAIN, A210
10 Tuesdays Apr 3 - Jun 5 6:00 - 9:00pm

TRANS 105: Terminology Management & Research

Students develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, computers, business, and international trade are covered. Prerequisite: Acceptance into program, bilingual proficiency. This is a three-credit course. For registration information, call (425) 564-3177. Fee: \$395

Item G6752 J. Lucero, D. Blachon NORTH, V2136
10 Thursdays Apr 5 - Jun 7 6:00 - 9:00pm

TRANS 106: Ethics & Business Practice of T & I

Learn the role of the interpreter and translator in the business conference, medical, and courtroom setting. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts. Prerequisite: Acceptance into program, bilingual proficiency. This is a three-credit course. For registration information, call (425) 564-3177. Fee: \$395

Item G6753 C. Walsh, S. Stettin Sawrey MAIN, A210
10 Wednesdays Apr 4 - Jun 6 6:00 - 9:00pm

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Registration Fee

A non-refundable registration fee of \$10 per quarter will be charged in addition to course fees on all registrations starting on **March 26**. This fee will be waived if you register for classes BEFORE this date (and do not cancel the class).

Course Prerequisites

Many courses list "prerequisites," which are considered to be basic skills and expected knowledge prior to taking the class. Instructors will assume a readiness for the class materials and will not use class time to discuss prerequisite material.

Withdrawals & Refunds for Non-credit Classes

You may request a refund by phone or in person. A \$10 processing fee is assessed on all refunds. A full refund (minus the processing fee) will be made if you cancel at least three business days prior to the start of the class or event. No refund will be made after that date. There are no partial refunds. A 100% refund will be made if the college cancels the class or event.

The following is the refund schedule:

If class starts:	Student must call to change before:
Monday	5 pm previous Wednesday
Tuesday	5 pm previous Thursday
Wednesday	5 pm previous Friday
Thursday	5 pm previous Monday
Friday - Sunday	5 pm previous Tuesday



Bus Information

Bellevue College campuses are served by Metro and Sound Transit bus routes. Please contact Metro (206) 553-3000 or visit <http://metro.kingcounty.gov> or Sound Transit (800) 201-4900 www.soundtransit.org

Parking

Parking at the Bellevue College North Campus and satellite locations is free of charge. Please see <http://bellevuecollege.edu/publicsafety/parking.asp> for Main Campus parking information and fees.

Student I.D. Number	Quarter <input type="checkbox"/> Fall <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	Year	NON CREDIT
Social Security Number *	<input type="checkbox"/> Please check this box and sign below if you decide not to provide your Social Security Number		
Signature			
<p>*To comply with federal law, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Your SSN/ITIN is confidential and, under federal law, it is protected and will not be disclosed to unauthorized parties. Disclosure may be authorized for the purpose of Hope/Lifetime Learning tax credits, state and federal financial aid, transcript records and to conduct institutional research.</p>			
Last Name	First Name	Initial	
Address		City	State Zip
Telephone Number:		Date of Birth:	
Day Evening		Month Day Year	
E-mail Address			
Please charge my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			
Card Number		Exp. Date	
Account Name:			
Please help us better meet your educational needs by supplying the following:			
Employer			
Indicate the course(s) / workshop(s) you want, and send check for total fees:			
Item F Number	Course Title	Fees	
			\$
			\$
			\$
			\$
		Registration fee charged (starting on March 26)	\$ 10
		TOTAL FEES ENCLOSED	\$
<p>Complete the form and mail with your check (or credit card number) to: Bellevue College, CONTINUING EDUCATION, 14673 NE 29th Place, Bellevue, WA 98007 <i>Before you mail this form, please read the refund policies below.</i> TO REGISTER BY PHONE CALL (425) 564-2263 OR BY FAX (425) 564-3113</p>			

Visit our website for additional information.

gotobcc.com/registration

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- Course Completion Requirements
- Under Age Policy
- Equal Opportunity
- Students with Disabilities
- Health Disclaimer


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- Test Center
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- Off-site class locations
- Main Campus

- A**
- A+ 14
 - Access 2010 4
 - Accounting 6, 17
 - Agile 21
 - AJAX 9
 - Algorithms 14
 - American Sign Language 36
 - Animation 6
 - Arts 24
 - ASP.NET 13
 - Astronomy 35
- B**
- Bartending 31
 - Blogging 32
 - Broadcasting 29
 - Business 16
 - Business Plan 16
 - Business Writing 23
- C**
- C# 13, 15
 - C++ 13
 - Calligraphy 26
 - Cascading Style Sheets 7
 - Ceramics 30
 - Chinese (Mandarin) 36
 - Communication 16
 - Computer Basics 4
 - Cooking 33
 - Creative Writing 35
 - Crochet 30
 - Current Events 34
- D**
- Dance 28
 - Database Design 11
 - Document Design 23
 - Drama 29
 - Drawing 25
 - Dreamweaver CS5 8
 - Dutch 37
- E**
- Editing 23
 - Employment Law 18
 - Enrichment 31
 - Entrepreneur 16
- Ethical Will 35
- Excel 2010 4, 5, 6
- F**
- Farsi 37
 - Finance 17
 - Fitness 32
 - Flash CSS 8
 - Fly Fishing 31
 - French 34, 37
- G**
- Gender Relationships 35
 - Geology 35
 - German 37
 - Graphic Design 24
 - Guitar 29
- H**
- Health 32
 - Home and Garden 33
 - HTML5 and CSS3 9
 - Human Resources 18
 - Hypnosis 32
- I**
- Illustration 25
 - Illustrator 6
 - InDesign 6
 - Interior Design 25
 - Interpretation 41
 - Investing 17
 - Islam 35
 - Italian 38
- J**
- Japanese 38
 - Java 13
 - JavaScript 9
 - Jewelry 30
- K**
- Keyboarding 4
 - Knitting 30
 - Korean 39
- L**
- Landscape 33
 - Leadership 19
- M**
- Management 19
 - Martial Arts 33
 - Medical Coding 19, 20
 - Medical Transcription 19, 20
 - Medieval History 34
 - Mobile Websites 9
 - MS Project 6
 - Music 29, 35
- N**
- Network Design 14
 - Neurology 34
 - Non-Profit 20
- O**
- Object-Oriented Design 13
 - Organizing 33
 - OneNote 5
 - Outlook 2010 5
- P**
- Pacific Northwest 34
 - Painting 26
 - Personal Finance 32
 - Philosophy 34
 - Photography 27
 - Photoshop 6
 - Piano 29
 - PMP® Exam 21
 - Portuguese 39
 - PowerPoint 2010 5
 - Programming 13
 - Project Communication 21
 - Project Management 6, 20
 - Publishing 28
- Q**
- QuickBooks 2011 6
- R**
- Radio 29
 - Retirees 34
 - Retirement 32
 - Russian 39
- S**
- Search Engine Optimization 8
 - Security 11, 14, 15
 - Self-Defense 31
- Shakespeare 34
- SharePoint Foundations 5
- Smart Phones 35
- Sociology 36
- Software Testing 14
- Spanish 34, 39
- SQL Server 11
- SQL: Structured
Query Language 11
- SSAS 11
- SSIS 11
- Stock Market 17
- Stocks 17
- T**
- T'ai Chi 33, 34
 - Technical Writing 22
 - TELOS 34
 - Translation 41
 - Travel 36, 40
 - T-SQL 11
- U**
- User Experience Design 9
- V**
- Voice 29
- W**
- Web Accessibility 8
 - Web Content Writing 23
 - Web Design 7
 - Web Graphics 8
 - Windows 7 4
 - Word 2010 5
 - WordPress 9
 - World Languages 36
 - World War II 35
 - Writing 28
- X**
- XHTML 7
 - XML 9
- Y**
- Yoga 33



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